

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: March 2, 2022

TO: Top Management

FROM: Mark A. Washington, City Manager

SUBJECT: **City Manager Administrative Order 2022 – 01: Temporary suspension of limitations on telework policy**

While new cases and testing positivity rates for COVID-19 continue to decline rapidly, uncertainty about the pandemic's trajectory remains. As we continue to move toward more normalized operations, our next step will be lifting certain masking requirements in City facilities. Understanding that this will be a period of transition and adjustment, we believe it is in the best interest of our employees to continue our temporary suspension of the current 40% time limitation on employee telework until March 31, 2022. This will provide a period of time to evaluate how masking changes impact the workplace and ensure that employees and the public can remain safe in such an environment.

Supervisors are encouraged to exercise discretion in managing the proximity and distribution of employees within their respective places of work, with a focus on how best to transition toward the policy goal of 60% in-office work for employees currently approved for teleworking beginning in April.

You are directed to implement these changes Tuesday, March 1, 2022. Please work with your Deputy City Manager, Assistant City Manager or Managing Director to resolve any questions or concerns.

cc: Eric DeLong
Doug Matthews
Desiree Foster