



## County Manager's Office Inter-Office Correspondence

**DATE:** March 12, 2020  
**TO:** Wake County Department Heads Under Manager Ellis' Purview  
**FROM:** David Ellis, County Manager  
**SUBJECT:** Alternate Work Arrangements Related to COVID-19

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The County continues to monitor the rapidly changing conditions associated with the coronavirus disease 2019 (COVID-19) and prepare for the potential impacts to our workforce. The health and safety of our employees and maintaining continuity of operations remain our top priorities. To that end, I am directing all departments under my purview to implement teleworking and alternate work schedules, until further notice. At this time, plans implemented should have as minimal impact on service delivery as possible.

**We understand the following guidance may require assistance from General Services regarding facility and / or badge access, mail distribution, office closures and other support issues. Department heads should assess department-wide needs and submit a consolidated request through the GSA request center at [gsa.requestcenter@wakegov.com](mailto:gsa.requestcenter@wakegov.com) and copy Kelli Braunbach and Ryan Davidson.**

### **Teleworking:**

**Effective Friday, March 13, or as soon thereafter, teleworking arrangements should be implemented to the largest extent possible.** Remote working for mission critical positions is strongly encouraged in an effort to ensure continuity of operations.

Refer to the county [telework policy](#) – 7604 for guidance. Please note during this time, the policy requirement for a formal telework agreement is waived. If you need assistance with remote working technology strategies, refer to the guidance provided by John Higgins (copy is attached).

In general, and at management's discretion, a job is suited to teleworking if the job or some components of it can be done off site without disruption to the flow of work and communication. Employees should not assume any specified period for telework, and may be expected to return to regular, in-office work at any time.

### **Alternate Work Arrangements:**

For jobs that cannot be done remotely, establish alternative work arrangements such as staggering of shifts, spacing out work locations, or other options that create social distance where possible.

### **In-person Meetings:**

Reduce the number of in-person meetings, whether on-site or off-site, to the greatest extent possible. Where practical, cancel or adjust in-person meetings and gatherings. Please work with your staff and external partners to develop alternatives for conducting these meetings.

***I will provide additional guidance as conditions warrant. Should you have questions, please contact myself or your respective Chief.***