



---

# **Proposed Office Reopening and Telework Plan**

**JUNE 10, 2021**



## BACKGROUND

---

- Since March 2020, the office has been in various stages of staff occupancy
  - Intermittently open to the public
  - Staff teleworking regularly up to 4 days per week
- California fully reopening June 15, 2021
- Staff proposing, with Board support, to fully reopen the District office without restrictions to the public beginning June 21, 2021
  - 2 elements to staff's proposal



## PROPOSED TELEWORK SCHEDULE

---

- Since COVID closures, staff has worked exceptionally through the utilization of extensive teleworking
  - Up to 4 days per week
  - No loss in productivity or meeting needs of the public
- Proposing to provide staff the opportunity to telework up to 2 days per week after full office reopening
  - Staggered schedule to ensure sufficient in-office coverage on any given day
- Recognizes the opportunity to allow flexibility to staff while ensuring that essential public services continue to be provided.



## PROPOSED OFFICE REOPENING

---

- Since March 2020, the office has been in various stages of staff occupancy
  - Closed entirely to the public during several stretches
  - Currently open 9-12 & 1-4 Monday through Thursday
- Staff is proposing to fully reopen the office the public
  - Open 8-5 daily Monday through Thursday
  - Friday would be closed, except by appointment
  - Similar schedule used by other air districts
- Facilitates proposed telework schedule and may provide minor cost savings



## CONCLUSION

---

- District staff recommends the Board supports staff's proposal for the full reopening of the District office to the public, and staff's proposal to telework up to 2 days per week
- Staff will monitor the needs of the public and its ability to meet its obligations, and will make changes to this schedule as needed