



COVID-19 "WORK FROM WHERE YOU WANT" POLICY EFFECTIVE UNTIL APRIL 5, 2021

OVERVIEW

The Irving Convention and Visitors Bureau (ICVB) is committed to safely and effectively continuing operations, and to assist with mitigating the spread of the coronavirus disease. This new policy reflects the COVID-specific "Work From Where You Want" initiative authorized by the Executive Director. This policy allows employees the flexibility to choose whether they want to work remotely or in the office at any time until April 5, 2021, at which time a phased return-to-office policy is expected to be implemented. Attendance at the ICVB workplace remains an essential function of every position in the organization, and it is expected that all positions will return to the office on a regular basis as soon as it is safe to do so.

Our priorities remain to ensure the continuity of business operations, while providing protocols and procedures that make that possible and safe.

For employees choosing to work in the office, you must adhere to the safety protocols that have been put in place. These include but are not limited to: wearing a mask at all times when you are not in your cubicle or office; signing in and out at the Security office as you come and go, each time; daily temperature checks upon arrival at Security; weekly wellness questionnaire upon arrival at Security; following social distancing protocols; and more. The In-Office Safety Protocols and Requirements are attached.

Continuing to work remotely may be appropriate for some positions but not for others. Working remotely is not an entitlement, nor is it a department-wide benefit. It in no way changes the terms and conditions of employment with ICVB.

For those employees working remotely, the Remote Work Policy has been updated with additional requirements and expectations. At the supervisor's discretion, in-office attendance by employees may be required to accomplish organizational priorities.

Regardless of where the employee chooses to work during this time, that decision shall not create an increased workload or additional responsibilities for other staff members.