

**From:** [Wemple, Charles](#)  
**To:** [Ginny Lewis Ford](#); [Leslie Wollack](#); [Erich Zimmermann](#); [Jessica Routzahn](#); [Kimberly Lile Dowty](#)  
**Subject:** FW: H-GAC COVID-19 Guidance - Return to the Office Manual  
**Date:** Monday, May 11, 2020 11:04:03 PM  
**Attachments:** [H-GAC COVID-19 Guidance Return to Office Manual 5-11-20 issued.pdf](#)

---

fyi

**CHUCK WEMPLE**

*Executive Director*

Houston-Galveston Area Council  
3555 Timmons Lane, Suite 120  
Houston, TX 77027  
Mailing Address: P.O. Box 22777  
Houston, TX 77227  
Direct | 713.993.4514  
h-gac.com

---

**From:** Wemple, Charles  
**Sent:** Monday, May 11, 2020 11:03 PM  
**To:** Everyone at H-GAC <EveryoneatH-GAC@h-gac.com>  
**Subject:** H-GAC COVID-19 Guidance - Return to the Office Manual

Good evening, Team H-GAC –

Thank you for your excellent work and dedication as we wrap up another month away from the office.

As a follow up to our May 4 staff meeting, I'm issuing the guidance manual for our phased return to the office. We'll start the first steps in a little less than a week. Our goal is to ensure that when we begin our return we do so in a manner that is considerate of and safe for our team members.

We will start Phase IV of our remote work program on Monday May 18. Most of you will continue to work remotely during Phase IV. A larger return will be planned for Phase V which will commence on or around Monday June 1.

Contact your Manager or Director if you are interested in volunteering to be part of the Phase IV office team.

Please read the attached manual. It is a very important document and required reading for all team members.

I've scheduled an all employee Staff Meeting for Thursday, May 14 at 2:00PM to discuss this guidance, update you on additional H-GAC activities, and take questions from the team. Watch your inbox for a calendar invitation and link to the meeting.

-

Thank you for everything you do to keep the important work of our agency moving forward.

I appreciate you.

Chuck

**CHUCK WEMPLE**

*Executive Director*

Houston-Galveston Area Council

3555 Timmons Lane, Suite 120

Houston, TX 77027

Mailing Address: P.O. Box 22777

Houston, TX 77227

Direct | 713.993.4514

[h-gac.com](http://h-gac.com)