



City of Cambridge

Executive Department

LOUIS A. DePASQUALE
City Manager

City of Cambridge Remote Work Extension Policy through January 31, 2022

The City Manager is extending the Policy on Temporary Remote Work During COVID-19 Pandemic through January 31, 2022. Employees who have been asked to physically report to work may request to temporarily perform some or all of their work functions remotely for one or more of the following reasons:

1. An employee can perform their work tasks remotely and is required to isolate due to testing positive for COVID-19 or has been informed by a local board of health, health care provider, or contact tracing organization that they are considered a close contact of a positive individual and are required to self-quarantine pursuant to current public health guidelines. Employees citing this reason may be required to provide documentation that they are required to self-quarantine.
2. An employee can perform their work tasks remotely and is unable to work onsite due to the need to care for their child whose school or childcare provider is closed or unavailable for reasons relating to COVID-19. Employees citing this reason will be required to provide documentation establishing that they do not have access to suitable childcare for reasons relating to COVID-19.
3. An employee can perform their work tasks remotely and has been advised by their health care provider that they should not work onsite due to a medical condition defined by the Centers for Disease Control and Prevention (CDC) as putting them at increased risk of severe illness from COVID-19, despite being vaccinated or when vaccination is inadvisable. Employees citing this reason will be required to provide up-to-date medical documentation describing their specific limitations and restrictions, if such documentation has not been provided in the past six months.
4. An employee can perform their work tasks remotely and is unable to work onsite due to the need to care for a member of their immediate family or household who is subject to federal, state, or local quarantine or isolation order or has been directed by a medical provider to quarantine or isolate due to COVID-19. "Care" is generally defined as providing basic medical, hygienic, or nutritional needs for someone who is unable to do so on their own. Employees citing this reason will be required to identify the person for whom they are caring, a description of the care they will provide and up-to-date medical



documentation describing the specific limitations and restrictions of their immediate family/household member., if such documentation has not been provided in the past six months.

Current remote work requests scheduled to expire November 30 may be extended if needed. I will be contacting Department Heads within the next week to confirm which employees have a current arrangement that will be continued. All new requests, or requests that are substantially different from a previous request, require completion of the Remote Work Request form and Checklist.

Please contact me with any questions regarding the remote work policy. Thank you.

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