

Face Coverings Required

On Monday, a new rule went into place for all city employees regarding face coverings (masks). City Manager Ed Zuercher is now requiring that city employees wear face coverings at all times in common areas and where physical distancing cannot be maintained. These include: ***Elevators, hallways, breakrooms and conference rooms.***



Face coverings will not be required when an employee is in an office, cubicle or alone in a city vehicle as long as physical distancing of six feet or more can be maintained.

Employees are encouraged to bring their own face covering; however, departments will provide a disposable face covering if needed and while supplies are available. You can explore [alternatives for homemade masks on the CDC website.](#)

Some of these options include instructions on how to make a face covering out of t-shirts, bandanas, and fabric. The site also provides safety tips for individuals wearing face coverings. **If you are unable to wear a face covering due to a medical reason, please contact your HR liaison.**

Join the **Conversation**



Weekly Updates



COVID-19

Impacted City Services

- ◆ **New City Manager Podcasts:**
[Episode #22:](#) City Manager Ed Zuercher and Phoenix Police Chief Jeri Williams discuss ongoing demonstrations in the city these last couple of weeks.
- ◆ [Employee Updates Webpage](#)
- ◆ [FAQs on Teleworking](#)
- ◆ [Latest Stories in the PHXNewsroom](#)

Reminder of resources for employees regarding COVID-19:

The Employee Health Updates page is an extensive intranet page available for all city employees with valuable information about how the city is operating during this health pandemic.

This includes:

- ◆ Updated COVID-19 case numbers for the city, by department
- ◆ Updated COVID-19 Frequently Asked Questions (FAQs)
- ◆ Live virus and antibody testing information for employees
- ◆ Financial assistance and loan program information
- ◆ Archive of all COVID-19 related enterprise information

[To access this page, you must log in with your city credentials through insidePHX.](#)

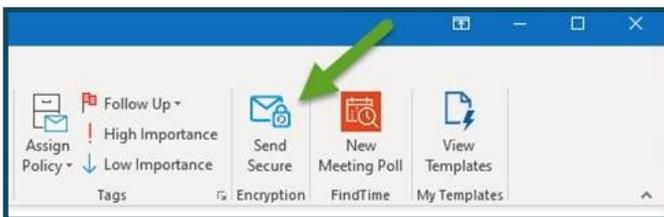
Making Emails More Secure

By Thursday, June 18, most city employees will be able to encrypt emails in Outlook with the push of a button. The final departments will be implemented this summer.

Email encryption disguises the content of your messages to protect potentially sensitive information from being read by anyone other than intended recipients. An email message should be encrypted if it is being sent to an external recipient and it contains sensitive or personally-identifying information, such as a(n):

- ◆ Credit Card Number
- ◆ International Bank Account Number (IBAN)
- ◆ US Bank Account Number
- ◆ US Driver's License Number
- ◆ US Individual Taxpayer Identification Number (ITIN)
- ◆ US Social Security Number (SSN)
- ◆ US/UK Passport Number

To send a message with encryption, compose the email as you normally would and simply press the Send Secure Encryption button instead of the Send button. The message will then appear in your Sent folder and the subject line will contain the word "encrypt."



The good news is if you try to send an email message containing sensitive information to an external recipient and forget to press the button, your message will be blocked and you will be reminded to encrypt your email.

If you have any questions after the button starts appearing in your Outlook, please contact the Enterprise Service Desk at **602-534-4357**.

New Way to Report Spam Email

Thank you for sending spam and suspicious email messages to spam.busters@phoenix.gov over the years. Starting tomorrow, you can choose an easier way to report those unwanted email messages and receive expert analysis with the click of a button.

The PhishAlarm button is a new feature in Outlook that automatically sends the email in question to a location for analysis by our Security Operations Center (SOC). It will appear on the top, far right-side of your Outlook desktop ribbon like this:



It will also appear on your web version of Outlook by pressing these three dots and scrolling down and selecting "Report to SpamBusters":



The button will automatically send the email to a location where it will be analyzed. You will then see a pop-up window that acknowledges receipt and communicates the email is being sent to the Security Operations Center for further analysis. Now, your email will be analyzed.

Next, you will receive an email message that provides a status of the email you forwarded. The content of this email will be based upon the results of the analysis.

If the message is found to be malicious, it will be quarantined and removed from **all** city mailboxes.

Messages that appear in the End User Digest are already quarantined. Therefore, there is no need to use the PhishAlarm button to report any of the mail contained in your digest.

If you have any questions after the buttons are made available, please contact the Enterprise Service Desk at **602-534-4357**.

Job Openings

Electrician (Critical Position): \$24.07 - \$29.37/hour.

(Positions available in: Water Services, Street Transportation, Aviation, Phoenix Convention Center and Public Works)

Performs skilled level electrician work in the maintenance, construction, installation, alteration/modification and repair of electrical systems, equipment and fixtures in accordance with standard practices of the electrical trade for primarily commercial and industrial applications. These duties are performed in various city departments. Positions may be assigned to shop or field locations. Certain assignments may include electronics metering and instrumentation and working with various voltages. **REQUIRES** successful completion of a four-year recognized apprenticeship program or three years of experience as a skilled electrician. To get invited to this event, applicants **must apply by June 29**.

[Check out the latest job openings here.](#)

[Check out the entire job database here.](#)

DID YOU KNOW: you can create and save searches in eCHRIS for your favorite jobs using job title, job code, working title or department name? From the Careers page, type your criteria in the Search Jobs box. On the resulting page, click on the **Save Search** hyperlink. You can access the search in My Saved Searches and re-run on a later date to see updated results.

Still Time: PHXConnect Survey

[Please take a moment to fill out this brief survey](#) about the employee newsletter PHXConnect.

Your feedback will help us better understand what

you like, dislike and want to see

next for the way we communicate with you. The survey is confidential — however, there is a space for general comments. Feel free to say if you'd like us to follow up with you on any questions or suggestions you may have.



Major Improvements

Construction on the much anticipated 3rd and 5th Avenues Improvement Project recently kicked off in downtown Phoenix.



The project includes improvements to 3rd and 5th avenues between Washington Street and McDowell Road. There will be a two-way cycle track added to 3rd Avenue between Roosevelt and McDowell, as well as numerous safety improvements, landscaping changes and more. When completed, 3rd and 5th avenues will carry two-way traffic between Washington and Roosevelt streets.

This project involved extensive coordination and outreach to the nearby communities. With all the development in the downtown core, starting work on 3rd and 5th avenues required collaboration with the developers of those planned projects, as well as the projects undergoing construction now. The Street Transportation Department has posted [all the details on its special webpage.](#)

Attend a BRT Meeting



Employees that ride public transit or have questions about what a future Phoenix Bus Rapid Transit (BRT) system would look like can join one of two upcoming virtual meetings:

- ◆ Thursday, June 18, 6 p.m. or
- ◆ Wednesday, June 24, 10 a.m.

More details on the meetings and the project can be found on Phoenix.gov/BRT. There is also a survey on the webpage, which will help the team greatly—so please take just a moment to fill it out.