



Make a Game Plan for Your Commute

FIFA World Cup 26™
FlexWork Toolkit

GEORGIA**COMMUTE**OPTIONS



FIFA World Cup 26™

FlexWork Toolkit

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**Use this guide to keep work moving smoothly during an unusual month—
while supporting your employees when they need flexibility most.**

contact our team to learn more:
telework@gacommuteoptions.com



Keep Your Business Moving During the **FIFA World Cup 26™**

A Temporary FlexWork Toolkit for Metro Atlanta Employers

what's happening

From **June 15–July 15, 2026**, the FIFA World Cup 26™ will bring traffic congestion and commute disruptions to Metro Atlanta as matches and related events draw hundreds of thousands of visitors downtown and to hotels and venues across the region. It will be an exciting time in Atlanta, but an important time to plan ahead for.

a simple, short-term solution

Temporary flexible work options—such as adjusted start/arrival times, remote work days, or compressed schedules—can help teams stay productive without permanent policy changes.

why it matters for managers

- Delayed arrivals and unpredictable schedules
- Added stress for employees
- Potential disruptions to daily operations

how this toolkit helps

This toolkit from Georgia Commute Options (managed by Atlanta Regional Commission, funded by the Georgia Department of Transportation) gives you:

- ✓ Practical FlexWork strategies
- ✓ Tips for planning and communication
- ✓ Tools you can use right away with your team

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Temporary FlexWork Strategies

The strategies below are not permanent policy changes—they are short-term, practical options that help your business maintain continuity while giving employees flexibility during this high-impact period.

FlexWork offers practical ways to give employees flexibility in their work location and hours. Temporary FlexWork during the FIFA World Cup 26™ can ease commute-related stress, reduce disruptions from delays and absences, and keep your workforce productive and focused.

telework (work from home)

Telework is one of the fastest and easiest ways to avoid commute issues during major events. Even allowing employees to work remotely select days during this time period can significantly improve reliability and productivity.

Georgia Commute Options offers step-by-step tools to help employers implement **temporary telework programs quickly and effectively**—no long-term commitment required.

Implementation resources:
[Telework Resources](#)

half-day telework

A flexible alternative to full-day telework is allowing employees to work remotely for half of the day. This option helps employees avoid peak traffic, game times, or major events while still maintaining in-office coverage.

Half-day telework is ideal for:

- High-impact evening game days
- Event-heavy weeks
- Employees with critical on-site responsibilities

up to 16 days of flexWork

Employers may choose to offer employees up to **16 total days** (or fewer) of remote or flexible work during this time period.

- Flex days are pre-approved by managers
- Departments determine which days are eligible
- Managers track usage to ensure coverage and accountability

This option gives employers control while offering employees predictable flexibility during a busy month.

match dates in Atlanta (2026)

Group Stage:

Monday, June 15 - noon
Thursday, June 18 - noon
Sunday, June 21 - noon
Wednesday, June 24 - 6 p.m.
Saturday, June 27 - 7:30 p.m.

Round of 32:

Wednesday, July 1 - noon

Round of 16:

Tuesday, July 7 - noon

Semifinal:

Wednesday, July 15 - 3 p.m.



compressed work weeks

Compressed schedules allow employees to work their full hours in fewer days. A common option is a **4/10 (or 4/40)** schedule, where employees work four 10-hour days instead of five 8-hour days. This can work well for people who need to be on-site to fulfill their duties.

This approach:

- Avoids commuting trips during peak match traffic
- Maintains full productivity
- Gives employees a planned day off aligned with event schedules

Implementation resources: [Compressed Work Week Resources](#)

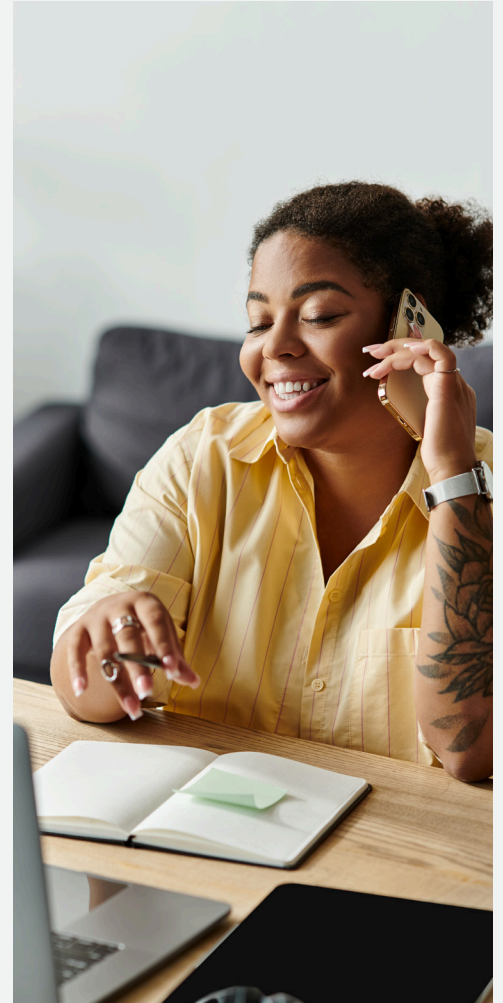
flexible scheduling (flex-time)

Flex-time allows employees to adjust their start and end times within a two- or three-hour window. Shifting schedules outside peak congestion periods (especially on game days) can make a big difference during major events.

This option works well for:

- Customer-facing teams
- Hybrid workplaces
- Offices with staggered schedules

Additional guidance is available at: [Flexible Scheduling Resources](#)



simple guidelines for success


To ensure clarity and consistency, Georgia Commute Options recommends the following best practices:

- Clearly define the temporary time period for FlexWork (start and end dates).
- Communicate expectations around performance and accountability.
- Allow departments to select the FlexWork options that best fit their operations.
- Return employees to regular schedules once the FIFA World Cup 26™ period concludes.

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making the case for temporary flexwork strategies

Executive brief for FIFA World Cup 26™ time period

overview

For decades, organizations across the public and private sectors have utilized temporary FlexWork and hybrid work strategies to maintain business continuity during periods of regional disruption. Major events—such as international sporting competitions, severe weather, public safety incidents, and large infrastructure projects—have consistently demonstrated that flexible work arrangements are a proven, low-risk, and effective management tool.

As Metro Atlanta prepares to host the FIFA World Cup 26™, temporary FlexWork strategies offer a familiar and practical approach to managing increased regional activity, congestion, and travel disruptions—while protecting productivity and employee engagement.

Importantly, these strategies are time-limited, operationally flexible, and scalable.

why consider temporary flexwork during FIFA World Cup 26™?

While Atlanta regularly hosts large-scale events, FIFA World Cup 26™ represents a uniquely concentrated and sustained disruption to daily business operations. According to regional planning partners, including the Atlanta Sports Council, this event is expected to generate **crowds roughly twice the size of events like the Super Bowl or major stadium concerts**, across **eight matches**, with **seven games starting between noon and 6 p.m.**—directly overlapping with core business hours. In addition, **lodging across metro Atlanta is projected to be fully booked**, signaling sustained regional travel, congestion, and infrastructure strain well beyond isolated event days. This scale and timing create real, predictable impacts on commuting patterns, reliability, and operational continuity for employers across the region.

Temporary FlexWork strategies support organizational goals by:

- Maintaining business continuity during periods of increased congestion and travel disruption
- Protecting productivity by reducing delays, lateness, and unplanned absences
- Reducing operational risk associated with unpredictable commute conditions
- Providing clear, consistent guidance to employees during a complex and highly visible event
- Supporting employee reliability, particularly for parents and caregivers navigating disrupted schedules
- Reducing congestion and demand on regional transportation infrastructure
- Enhancing air quality and sustainability outcomes during peak travel periods



a proven strategy

Temporary FlexWork strategies are not new. Organizations have successfully deployed them in response to both planned and unplanned disruptions, including:

- Severe weather events (snow, ice storms, hurricanes, fires)
- Major sporting and cultural events (Super Bowl, Olympics, etc.)
- Public safety and security events (e.g., heightened security periods, demonstrations, major civic events)
- Public health emergencies, including pandemics
- Roadway and infrastructure construction projects
- Elections and post-event celebrations

In each case, temporary flexibility helped organizations maintain operations, reduce congestion impacts, and support workforce stability.

strategic takeaway for leadership

Temporary FlexWork during FIFA World Cup 26™ is a risk management and continuity strategy, not a cultural shift. It allows leadership to:

- ✓ Proactively plan for disruption rather than react to it
- ✓ Maintain service levels and performance expectations
- ✓ Demonstrate responsiveness to regional conditions
- ✓ Support employees while protecting business outcomes

With clear timeframes, accountability, and management oversight, temporary FlexWork strategies offer leadership a controlled, practical, and cost-effective response to a unique regional event.

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planning for flexwork during FIFA World Cup 26™

Some of the lessons learned from other business continuity and emergency preparedness activities related to employees have shown that remote working and schedule flexibility have proven to be great tools for business continuity. The following are some quick steps and timeline for developing a plan.

01

3
months
prior

Gain support from management or an Executive Champion for Business Continuity during FIFA World Cup 26™ only.

02

3
months
prior

Decide on which strategies are amenable to your management and can work for your worksite. Refer to the strategies in this guide for more information.

03

3
months
prior

Define FIFA World Cup 26™ program (type of program, timeline, communication strategies, etc.).

04

3
months
prior

Use the policy templates and timeline developed in this document to kick-start the program.

05

2
months
prior

Task Facilities with identifying and resolving any parking or access issues, particularly if staff are working longer hours.

06

2
months
prior

Task IT with identifying and resolving any connectivity and equipment issues.

07

2
months
prior

Task Human Resources with educating managers and employees on temporary participation in these programs during FIFA World Cup 26™ (emails, memos, and training as needed).

08

1
month
prior

Send out the guidelines, agreements and tips to all staff.

09

1
month
prior

After FIFA World Cup 26™, develop a short report for management of the temporary program's results.

sample policy or guidelines

(FIFA World Cup 26™)



1. purpose and duration

The purpose of this temporary FlexWork arrangement is to support business continuity and reduce commute-related impacts during **FIFA World Cup 26™**, occurring between **June 15 and July 15, 2026** (“Program Period”).

Participation in this program is voluntary and temporary. All employees remain subject to [Insert Employer Name]’s policies, procedures, rules, and expectations. Failure to comply with these guidelines may result in termination of the temporary FlexWork arrangement for the defined FIFA World Cup 26™ period.

2. compensation and work hours

Participation in this temporary program does not change an employee’s compensation, benefits, employment status, or job responsibilities.

- Employees are expected to work the same number of hours per day and per pay period as normally required.
- Overtime must be pre-approved by the employee’s manager in accordance with **[Insert Employer’s name]** policy.

3. eligibility and approval

Participation is subject to supervisor and Human Resources’ approval and may be revoked based on business or performance needs.

Eligibility factors may include:

- Job responsibilities and duties
- Need for in-person interaction with staff or external clients
- Need for specialized equipment or on-site resources
- Availability of qualified staff on-site
- Employee job performance and reliability

4. equipment and technology

Equipment, software, and technology support will be provided or approved by **[Company IT Department]**, as applicable. Employees are responsible for proper use, care, and security of company equipment.

5. workspace requirements

If teleworking, employees agree to maintain a designated workspace at the remote location that is safe, secure, and free from hazards. Company-owned materials and information must be secured and not accessible to unauthorized individuals.



6. office supplies and expenses

Office supplies will be provided by the **[Insert Employer Name]** as needed. Out-of-pocket expenses will not be reimbursed unless prior approval is received from the employee's manager.

7. work schedule and availability

Employees agree to work a schedule approved by their manager and to be available during normal business hours.

- Employees must be reachable by phone, email, and other approved communication methods.
- Employees are to attend required staff meetings and work-related meetings.
- Client interactions will occur at the **[Insert Employer Name]** site or client site unless virtual meetings are approved by management and the client.

8. dependent care

Participation in this temporary FlexWork program is not a substitute for dependent care or childcare. Employees agree to maintain appropriate care arrangements during work hours.

9. privacy and information security

Employees agree to comply with all **[Insert Employer Name]** policies related to confidentiality, data security, and information protection. All company data and systems must be handled in accordance with applicable policies and procedures.

10. evaluation and program review

Employees agree to participate in evaluations, surveys, training, or reporting related to this temporary program, as requested by **[Insert Employer Name]**.

11. conclusion of program

At the conclusion of FIFA World Cup 26™ Program Period, employees will return to their regular work schedule and work arrangement unless otherwise communicated by the **[Insert Employer Name]** in writing.

Temporary Program Agreement

Employee Name _____

Supervisor Name _____

This agreement outlines the conditions for participation in the temporary workplace flexibility program during the FIFA World Cup 26™ period, as mutually agreed upon by the employee and supervisor.

flexibility strategy

The employee will use one or more of the following strategies during time period to reduce commuting needs (check all that apply):

<input type="checkbox"/> Telework	<input type="checkbox"/> Flex-Time
<input type="checkbox"/> Half day of Teleworking	<input type="checkbox"/> Other _____
<input type="checkbox"/> Up to 16 days (or less) of FlexWork	<input type="checkbox"/> Other _____
<input type="checkbox"/> Compressed WorkWeek	<input type="checkbox"/> Other _____

work arrangement details

(Complete this section if telework or changes to work hours or days are selected.)

Telework Location	_____
Flexible Day(s) (if applicable)	_____
Work Hours	From _____ AM / PM To _____ AM / PM
Additional Conditions or Notes	_____ _____

This agreement is effective during June 14 through July 16, 2026 (can be adjusted to whatever dates work for the employer).

By signing below, both parties acknowledge and agree to the temporary work arrangement outlined above.

This agreement is effective only for the duration of the temporary flexibility program and does not alter permanent employment terms or conditions.

Signatures

Employee Name _____

Signature _____

Date _____

Supervisor Name _____

Signature _____

Date _____

Manager Tips: leading teams through FIFA World Cup 26™

These tips are designed to help managers support their teams during the FIFA World Cup 26™, a planned global event that will bring increased traffic, altered commuting patterns, and heightened community energy. Unlike weather-related disruptions, the FIFA World Cup 26™ presents an opportunity for intentional planning that balances productivity with employee engagement and morale.

maintain accountability without micromanaging

Focus on deliverables and outcomes rather than constant oversight. Employees may adjust schedules to avoid peak congestion or participate in approved activities while still meeting expectations.

communicate clearly and early

Because FIFA World Cup 26™ schedules and impacts are known in advance, managers should communicate expectations, coverage plans, and FlexWork arrangements early and consistently.

manage performance based on outcomes

Use this period to reinforce outcome-based performance, recognizing that productivity may occur at different times due to adjusted schedules.

support morale and engagement

When appropriate, consider inclusive, optional team activities or communications that acknowledge the event and support employees who wish to participate in the festivities—without disrupting operations or business continuity.

set clear, measurable goals

Well-defined goals help employees stay focused despite increased regional activity, changes in schedules, commuting patterns, work locations, and community excitement.

build and maintain trust

Because FIFA World Cup 26™-related flexibility is planned rather than reactive, trust is reinforced through clear expectations, consistent decision-making, and follow-through. When employees understand boundaries and feel trusted to manage their time responsibly, they are more likely to work independently and remain productive during temporary schedule adjustments.





demonstrate flexible and empathetic leadership

Acknowledge that the FIFA World Cup 26™ is a once-in-a-generation event while maintaining consistency and fairness across teams.

encourage structure and time management

Encourage structure, routine, and realistic workloads to help employees balance responsibilities during a period of increased regional activity. Maintain an open-door policy or establish one to support communication and address concerns.

ensure technology readiness

Confirm employees have the tools, access, and IT support needed to work effectively under temporary FlexWork arrangements.

promote workspace readiness and ergonomics

Encourage employees to set up safe, comfortable, and effective workspaces that support sustained focus during planned remote or flexible workdays. Because FIFA World Cup 26™ FlexWork is anticipated in advance, employees should prepare their workspace ahead of time to minimize disruptions and maintain productivity.

establish clear protocols

Define expectations for availability, communication methods, and performance standards to ensure consistency during the FIFA World Cup 26™ period.

monitor psychological well-being and engagement

The FIFA World Cup 26™ period may bring both excitement and added stress related to travel, crowds, and schedule changes. Regular check-ins help managers maintain engagement, identify concerns early, and ensure employees feel supported. Weekly or bi-weekly check-ins are strongly recommended.

Employee Tips: working successfully during FIFA World Cup 26™-related disruptions

These tips are designed to help employees remain productive, engaged, and supported during major events such as the FIFA World Cup 26™, when traffic congestion, commuting challenges, and schedule disruptions may occur. The guidance below focuses on navigating temporary FlexWork or alternative work arrangements effectively during the FIFA World Cup 26™ period.

manage time and workday structure

Temporary changes to work schedules or locations may disrupt normal routines. Establishing a consistent daily schedule helps maintain focus, productivity, and work-life balance.

minimize at-home distractions

Household responsibilities, noise, or competing demands can affect concentration. Setting clear boundaries with others in the home and creating structured work periods can help reduce distractions.



maintain professional appearance and on-camera readiness

Employees should dress appropriately during work hours and be prepared to participate on camera and speak during virtual meetings, as needed, to support effective communication and professionalism.

address technology and connectivity issues promptly

Reliable technology is essential during temporary flexible work arrangements. Employees should report connectivity or equipment issues as soon as possible to minimize work disruptions.

ensure workspace readiness

A suitable workspace supports comfort, focus, and productivity. Employees should use a safe, quiet, and ergonomically sound work area during this temporary period.

manage stress and avoid isolation

Large-scale events and changes to routine can increase stress. Staying connected with colleagues, taking regular breaks, and communicating concerns early can help support well-being.



demonstrate dependability and reliability

Meeting expectations, deadlines, and availability commitments builds trust with supervisors and colleagues during temporary work arrangements.

show initiative and proactive problem-solving

Taking ownership of tasks, anticipating challenges, and communicating solutions contributes to overall team success during the FIFA World Cup 26™ period.

maintain attention to detail and quality

Accuracy, professionalism, and quality standards remain important regardless of work location or schedule adjustments.

uphold a strong work ethic

Accountability, responsiveness, and professionalism help ensure consistent performance during temporary FlexWork periods.

manage workload and deliverables effectively

Performance during temporary FlexWork arrangements is measured by results, not hours worked. Clear deliverables and timelines help ensure progress stays on track.

support personal well-being

Using available wellness resources, taking breaks, and maintaining healthy work-life boundaries can help manage stress during this high-activity period.

understand expectations and policies

Following applicable telework or FlexWork policies, communication protocols, and availability expectations ensure consistency and accountability throughout the temporary program.

sample memo from management to employees

SUBJECT: Temporary Workplace Flexibility Program – FIFA World Cup 26™ Period

FROM: Management

TO: All Employees

To support business continuity and employee mobility during the upcoming FIFA World Cup 26™, we will temporarily implement our **[FlexWork / Telework / Alternative Work Schedule] Program from June 10 through July 16, 2026.**

During this period, downtown Atlanta will host eight FIFA World Cup 26™ matches at Mercedes-Benz Stadium. In addition to the matches, the Metro Atlanta area is expected to experience increased international travel, celebration, and related cultural events before, during, and after the games. These activities are anticipated to significantly impact traffic patterns and commuting conditions throughout the region.

Flexible work arrangements provide employees with greater adaptability in when and where work is performed and are already widely used by many Atlanta-area employers as an effective workplace practice. We are adopting the program below on a temporary basis to help ease commuting for our staff, support our shared performance, and maintain normal business operations during the FIFA World Cup 26™ period.

(Placeholder for program details)

Employees interested in participating should speak with their immediate supervisor to discuss eligibility, expectations, applicable policies, and any required agreements associated with this temporary program.

We appreciate your flexibility and cooperation as we take proactive steps to address the unique regional impacts of this international event.

Thank you,

Management