We are extending the ‘work from home’ directive through DATE.  As a reminder, if you can work from home (check with your supervisor), please do so.

We continue to remain strong and healthy so please continue to be diligent in keeping yourself safe and healthy.  Keep yourself up to date by viewing reliable sites such as CDC and WHO. And of course, your state and local news may have unique edicts/guidelines to abide by.

We are working on a return to work plan starting DATE.  Managers will work directly with their team on what this will look like and will communicate it to you.  The basics involve:

* + For those currently working from home – staggering the number of days and number of employees who arrive at work locations.  The first two weeks in June would involve coming back one day a week (but different employees on different days to help in our social distancing).  The second half of MONTH (CLARIFYING DATES), employees would come in two days a week (but not all on the same days, as mentioned above).  At the end of MONTH we would assess the number of days to return to work per week for the rest of the summer (July/August) e.g. 3-4 days a week.
  + **Continue to follow CDC guidelines especially while in the office (no handshaking, conduct virtual meetings, adhere to social distancing, remove every other chair/tape off chairs in conf rooms, open doors so no door touching, postings of signs, floor signs to remind people what 6 feet looks like, etc.) Masks:**All employees reporting to work should have a mask or face covering available at all times, in order to support following CDC recommended guidelines.  EVC will provide a mask for any employee needing one, and the mask should be worn whenever it is expected that social distancing rules may be difficult to follow (I.e. in an elevator if not alone, in a restroom if not alone, hallways, and/or performing a work function with two or more people in close proximity, .e.g. cube conversations).
  + As always, If you are feeling ill when you wake up, stay home. If you are unsure if you have symptoms of Covid, call your doctor and contact me with any questions.

If you have any questions, please contact your manager or me.

Thank you

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