

Good afternoon,

As we continue to monitor the pandemic and associated public health guidance, we have decided to extend the Phase 2 work plan (50 percent remote, 50 percent in office) through Friday, August 21st. This will delay the beginning of Phase 3 until at least August 24th.

Staff have been doing a great job following the required protocols and we appreciate your efforts to adhere to them. Please continue following the Phase 2 schedule you arranged with your supervisor. If adjustments are needed, please work with your supervisor who will work with Deputy Superintendent Mike Trego to schedule.

- **Phase 2 (through August 21)** | Based on schedules developed by supervisors during Phase 1, staff are returning to all sites to work half days onsite and half days remote. Staff will be staggered so that 50 percent of staff will be onsite at a time during these half days. All staff are expected to work full 7.5 workdays with half of the day onsite and half of the day remote, based on the schedule developed with their supervisor.
- **Phase 3 (Begins August 24)** | All staff will be expected to return to full onsite workdays.

As a reminder, please continue to review the [Reopening Guidance](#) and keep the following in mind:

- Each staff member should conduct a [daily health assessment](#) prior to coming to a work site. If you have a body temperature of 100 degrees or greater, please do not report to work.
- Staff are expected to wear face coverings, wash and sanitize hands frequently, and maintain social distance from other staff members.
- All staff and visitors must enter through the main entrance of the Central Office location and exit through the side doors. When entering vestibule for assessment, please be sure face covering is positioned on tip of nose and also note that lighter colored face coverings may work better than darker coverings. Support staff will be on hand to assist if there are issues.
- Allow additional time to enter the building as it may be a slow process, especially in the beginning.
- Please bring with you any food or drinks as all vending, water fountains, and ice machines will be unavailable for use.
- Upon entering Central Office for the first time, an agency-issued Personal Protective Equipment package will be provided to staff.
- Technology staff will be available to assist with computer and monitor set up, if needed.
- Workplace partitions are in place, health and safety signage has been posted, and hand sanitizer stations have been placed throughout all sites.
- For details regarding other work sites, please see [Reopening Guidance](#) and contact your direct supervisor.

Again, I encourage you to provide any feedback and concerns through communications@escoco.org. Your input and suggestions are essential as we assess procedures throughout the reopening process.

Thank you for your continued commitment.

Tom