

Good afternoon,

Upon reviewing recently updated public health guidance and related data and associated metrics, we have decided to **extend the Phase 2 work plan (50 percent remote, 50 percent in office) through October 30, 2020. This will delay the beginning of Phase 3 until at least Monday, November 2, 2020.**

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 approve your schedule. ESC staff assigned to work in school districts should follow district guidance from your schedule and ESC coordinators of those programs and classrooms.

- **Phase 2 (through October 30th)** | Based on schedules developed by supervisors during Phase 2, 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 November 2nd)** | All staff will be expected to return to full onsite workdays.

As a reminder, please continue to review the [Reopening Guidance](#), including the Central Office 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, use your stylus for the elevator and copiers, refrain from walking around the office or congregating in work spaces, 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 your 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.
- Please bring with you any food or drinks as all vending, water fountains, and ice machines will be unavailable for use. The Share Space continues to be a closed area.
- 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. **No walk-up assistance is currently available.** Please call or [email](#) them for assistance.
- 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.

NEW: We do want to inform everyone that we will begin using an app to do daily health screenings in September. The app is called [Quickscreen](#). You will be required to access it daily to answer a few questions to determine your fitness to report to work/school. We will begin this implementation with our

staff and students housed at the Ventures Academy and Ventures II sites. Followed by staff at OCALI and finally with staff at Citygate. Keep an eye out for an email that will provide you additional information.

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 and please stay safe and healthy.

Tom