

Good morning,

After again reviewing public health guidance, related data, and associated metrics, we have decided to once again extend the Phase 2 work plan (50 percent remote, 50 percent in office) through Friday, November 27, 2020. This will delay the beginning of Phase 3 (fully onsite workdays) until at least Monday, November 30, 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 continue following guidance from the district and ESC coordinators of those programs and classrooms.

- **Phase 2 (through November 27th)** | 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 30th)** | All staff will be expected to return to full onsite workdays.

Please keep in mind the resources available on our [Staff page](#) including human resources and health department guidance, HelpNet Employee Assistance Program resources, Zoom tutorials and support, and more.

Our staff have been doing a wonderful job adhering to health and safety guidelines while working at the office. 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.
- All staff and visitors of ESC office locations should complete a prescreen prior to entering the facility. This is to be done using the [Quickscreen](#) tool which is conveniently located within the [ESC HUB app](#).
- 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 workspaces, 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.
- If you have yet to receive one, Central Office staff will receive an agency-issued Personal Protective Equipment package. Please request from the front desk.
- Technology staff continue to be available to support your needs in the office or remotely. No walk-up assistance is currently available. Please call or email them for assistance.

For additional details regarding other work sites, please see the [Reopening Guidance](#) and contact your direct supervisor. Please continue providing feedback and concerns through [communications@escoco.org](mailto:communications@escoco.org). Your input and suggestions are essential as we assess procedures.

Thank you for your continued commitment and please stay safe and healthy.

Tom