

Subject: Important Technology Information for Coming Back to Citygate
Date: Wednesday, July 22, 2020 at 1:15:33 PM Eastern Daylight Time
From: Lori Dray

Staff,

In preparing for work next week, please note the following technology information:

- You must enter the front entrance at all times. Your badge will only work on the front door. You will exit through the side doors only.
- Upon entering the building, you will have to pass through the facial scanner. The scanner will check temperature and a facial mask.
 - Mask – please make sure your mask is right at the bottom of your nose when scanning.
 - No hats or sunglasses.
- Monitors – please begin bringing your monitor(s) back in during the two week period starting July 27th. There will be someone from HelpDesk available for reconnection.
- Please use the ESC laptop that you were issued during these two weeks. We ask that you **do not use your desktop** during this time to avoid syncing issues. If you have questions on this, please let me know.
- Phones – Please check your desk phone to make sure it is operational and has your name on the top left. If it does not, please call HelpDesk or put a ticket in.
- Keyboards – when cleaning your keyboard/computer – please spray your disinfectant on a wipe and use the wipe on the keyboard. Do Not spray directly on the keyboard or any part of the computer.
- HelpDesk – the HelpDesk physical location will not be available for visitors. Please call the helpdesk or put a ticket in if you have a technology concern.
- Copiers – please use the stylist that you received from Brooke/Missy to use with the copy machines.

The Technology team is here to assist you in your transition back. Please feel free to reach out to me with any questions or concerns.

Thank you,
Lori



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