

Good afternoon,

As we approach the one year mark of the March 2020 office closing, we have been preparing for what it will look like when the ESC and its affiliate sites again reopen our offices for staff and visitors. Now that all staff have been given the opportunity to be vaccinated, we will begin a two-phase reopening process. Staff should begin planning for their return to work onsite daily. We have had a difficult year and much flexibility has been provided to accommodate the challenges we faced, but we now need to transition back to a normal workday with the expectations that existed before the pandemic. Here is the two-phase reopening process.

- **Phase 1: Beginning Tuesday, March 2 through Monday, March 15**, staff will begin returning to all sites to work half days onsite and half days remote. Individuals should work with their supervisor to be staggered so that 50 percent of staff are 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 2: Beginning Tuesday, March 16**, all staff will be expected to return to full onsite workdays.

Note all reopening plans are contingent upon further review of state and local health care orders and statistics.

Please be reminded of the [web page for staff with guidance on reopening](#) and what requirements will again be in place to do so safely. These requirements and the resulting protocols have been reviewed and approved by local public health officials, so it's important that we all review them, know them, and understand the expectations prior to arriving at any of our facilities to work onsite again.

Our onsite work will be guided by three core principles:

1. Protecting the health of our employees, visitors, and their families;
2. Supporting community efforts to control the spread of the virus; and
3. Being an example in responsibly returning to working onsite.

**The ESC's [Reopening Guidance for Staff web page](#) will provide you direction as to what protocols our employees have taken and will be taking to ensure these principles are met.**

There are five primary protocols to observe while working onsite:

1. Staff and visitors will be required to wear a face covering when entering and leaving the building and anytime when not alone at their assigned individual work stations. All staff will have access to masks and other PPE at their work site. If an individual is unable to wear a face covering due to health concerns, we will ask that they validate this with a note from their physician.
2. Conducting daily self-evaluation health assessments to determine if "fit for duty" before arriving at office locations. All staff and visitors also will be assessed prior to being permitted to enter the facility. Individuals with a body temperature of 100 degrees or greater are asked not

to report to work and/or will be sent home after assessment. Staff are expected to again use the [Quickscreen tool](#) available on the ESC website and in the [ESC HUB app](#). If you receive a “red” message through Quickscreen you must stay home or go home and then contact your supervisor. Please note all employees and visitors must enter the Central Office building through the front entrance and prescreen.

3. Following all hygiene requirements including frequent handwashing and social distancing restrictions. Hand sanitizer stations will be available at entrances as well as other high-traffic areas within the building such as restrooms, copiers, and conference rooms. Staff have been provided with stylus pens to use for the operation of copiers. Social distancing restrictions will include markings on floors for proper spacing as well as signage on walls to limit the sharing of common spaces such as elevators and restrooms. All water fountains will continue to be shut off and closed for use.

4. Regularly cleaning and sanitizing all high-touch surfaces throughout the day and after work hours. Staff will clean and sanitize their own individual work stations and will be provided proper supplies to do so.

5. Limiting access to ESC offices by visitors to appointments only and expecting staff to remain at their work stations at all times with few exceptions such as using the restroom. Work station dividers have been installed where there is not enough space for required social distance. A continued major shift will be the inability to congregate at other staff member work stations. Internal meetings may not be held in individual offices unless that office includes a conference space allowing for social distance.

If you have questions or concerns regarding these protocols, please work with your immediate supervisor and the Office of Human Resources.

We look forward to a first step in a return to normalcy, but we still have a ways to go and we want to help all of our employees with this process. We are not insensitive to the uneasiness that doing so may cause for some of you - but we will get through this together and be a stronger organization for having gone through it – together.

Thank you for your commitment over the past year. Take care.

Tom

[Reopening Guidance for Staff Web Page](#)