

MEMO

To: System Office Colleagues

From: Martha Murphy, Senior Vice President, System Office Chief Human Resources Officer

Date: 6/14/2021

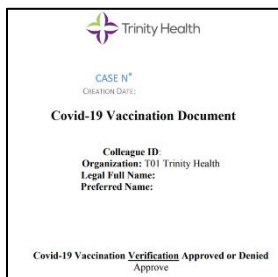
Re: Working in the Office

Dear Colleagues,

Last week, we shared [this announcement](#) about voluntarily working at or participating in onsite meetings at Livonia, Michigan System Office buildings after today, June 14. This communication details the process to do so.

How to voluntarily participate in an onsite meeting and/or work in the office partially or for all your scheduled work hours

1. Inform your direct manager that you wish to voluntarily work in the office and explain the personal circumstances or business needs that make it necessary for you to work in the office prior to our workplace plans being finalized.
2. If your manager approves, you may proceed with the following steps:
3. Submit your proof of COVID-19 vaccination in the [HR4U colleague portal](#) following this [job aid](#) or submit your religious or medical exemption request following [this job aid](#).
4. Human Resources will review your submission and approve or deny. Log into [HR4U](#), go to “Closed” in the requests list under My Profile and click the COVID-19 Vaccination Document to view if your verification or exemption request was approved or denied.



Note that if you submitted your proof of vaccination or exemption request in HR4U before June 10, 2021, your COVID-19 Vaccination Document may not be available for a period of time.

5. You may begin working in the office and/or attend onsite meetings when you have the COVID-19 Vaccination Document indicating approval of your vaccination submission or exemption and receive the appropriate sticker for your ID badge.
6. **On your first day coming to the office, present the HR4U COVID-19 Vaccination Document in your HR4U account to the security team member.** You may show the message on your phone, laptop or with a printed copy. If your proof was approved, the security team member will provide a purple sticker and apply it to your badge. If your exemption request was approved, the security team member will provide a white sticker and apply it to your badge. See this example for sticker placement:



7. Work in the space you worked in prior to the pandemic. If your space has since been repurposed or reassigned, contact your manager who will contact the facilities team to arrange for an alternative space.

Colleagues who are *required* to work in System Office buildings in Michigan due to their role and do not obtain the purple sticker must continue to mask and physical distance.

Process to briefly or temporarily visit/work in the office

If you need to visit the System Office buildings in Michigan unexpectedly such as for TIS computer support, you have a power or internet outage in your remote work environment or you have other temporary needs, notify your manager for their awareness. You are required to mask and physical distance while on site for temporary needs, unless you have the purple sticker on your badge.

Safety Requirements

- All colleagues are required to follow [our safety guidance](#) when in our System Office buildings.
- All colleagues are always required to wear their ID badge on their bodies when on campus. Badges should not be attached to bags or purses.
- **Fully vaccinated colleagues who are voluntarily working in the office and have the purple sticker on their badge do not need to mask or physical distance, in line with CDC, OSHA (or equivalent state plan) and other federal, state or local agency guidance.**
- **Colleagues who are voluntarily working in the office, received vaccine exemption approval and have the white sticker on their badge, must continue masking and physical distancing.**
- Please do not come to the office if you are not feeling well.

Other Reminders

- Joining meetings onsite is optional, and leaders are required to have Webex or Teams options for all meetings.
- No visitors (people not employed by Trinity Health) are permitted on site.
- There is limited availability of snacks for purchase in the cafeteria and limited availability of water. Please plan accordingly.
- Use provided disinfectant wipes, hand sanitizer and other provided supplies to clean workspaces and high-touch locations. Please do not bring cleaning supplies or hand sanitizer from home.
- Supplies are available in common areas on each floor.
- This guidance applies to System Office buildings in Michigan only; if you visit a Health Ministry or are in an administrative building outside of Michigan (e.g. Pennsylvania), follow all safety protocols for that location.

Please contact your managers with any questions. Leaders should contact their HR business partner with any questions they are unable to answer.