



MEMO

To: System Office Managers of Colleagues
From: Martha Murphy, Senior Vice President and System Office Chief HR Officer
Re: Remote Work & Office-Safety Guidance Update
Da: July 21, 2020

Thank you for your continued extraordinary leadership during the COVID-19 pandemic. I am sharing important updates about our work environments.

1. Remote-Work Extension

Based on feedback from leaders and colleagues and the continuing prevalence of COVID-19 in our communities, we have decided to extend remote work for our colleagues. The attached message will be sent to all colleagues at 5 p.m. ET today to announce that **colleagues who are currently working remotely will continue to do so until at least December 31, 2020.**

Planning is underway to address needs that colleagues and leaders have identified related to extended remote work. More information and guidance will be shared in the next few weeks. This will include guidance and the process for colleagues to retrieve personal items from their workspaces. Currently, we are prioritizing this process for colleagues who are experiencing severance.

Action Needed

Discuss this news with your team and continue to ensure they feel comfortable sharing concerns or feedback.

2. New Safety Guidance for All Colleagues Working in Office Settings

Trinity Health has new, comprehensive safety guidance for non-patient care office settings. This includes:

- Guidance for facilities management teams to [prepare and maintain our safe office environments for colleagues](#). This file is available in the Facilities section of the [COVID-19 Resources site](#).
- Guidance for leaders to [request approval to](#) and [safely return colleagues to the office](#). These files are available Manager Resources section on the COVID-19 Resources site.

There is a new process for requesting approval to return colleagues to work in the office. If there is functional need for colleagues to work in the office, please follow the process. Also, some colleagues may have personal circumstances that make working remotely challenging. Colleagues in these situations should discuss this with their manager. Exceptions to the remote-work guidance are based on need and require executive leader approval.

- Guidance for colleagues: [Safety Expectations and Guidelines for Colleagues Working in Non-Patient Care Office Settings](#) and [What to Expect when Working in the Office Overview for Colleagues](#). These files are available in the Colleague Resources of the COVID-19 Resources site.

The attached related message will be shared with all colleagues today at 5 p.m. ET. Your support is needed to ensure these colleagues are following this important guidance for their safety.

Action Needed

Please read and follow the new guidance. Please use these [remote-work talking points](#) for your conversations with colleagues and this [presentation file](#) to review safety guidance with colleagues who are working in the office.

Thank you for everything you've done to adjust to managing teams in new ways and helping our colleagues through this challenging time. Just as you remind your teams, I am reminding you that there are many [resources](#) available to help you. Please consider contacting Carebridge, our employee assistance partner, for assistance on any professional or personal matters.

Thank you for your leadership.