

CORONAVIRUS DISEASE 2019 (COVID-19)



Remote Work (Distributed Work) Extension



Audience: All Colleagues

Revision Date:

Version: # 1

COVID-19 Response Team Owner: Planning

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Thank you for your ongoing contributions to our COVID-19 response and our Mission. Today, we have an important update about remote work (also known as distributed work). In July, we let you know that colleagues who are working remotely due to the pandemic should plan on doing so through December 2020. We are updating you as early as possible so that you can plan.

All Trinity Health colleagues who are currently working remotely as a result of the pandemic will continue working remotely through at least June 30, 2021. Colleagues who are currently working onsite occasionally, partially or fulltime should continue to do so and continue to follow our [safety guidance](#). Working onsite is subject to continued compliance with regulations and orders.

Trinity Health made this decision based on how the pandemic is evolving. We are responding to and preparing for COVID-19 surges and considering colleague and leader feedback about how you feel regarding returning to the office. Distributed work for functions where it is possible also enables Trinity Health and the Health Ministries to contribute to physical distancing to slow the spread of COVID-19 in our communities. **Colleague safety is a top priority, so we are also continuing to monitor frequently updated guidance and requirements from the Centers for Disease Control and Prevention (CDC), the Occupational Health and Safety Administration (OSHA) and other agencies.**

We are listening to your ongoing feedback and following evolving information about COVID-19 and public health guidelines. Like the remote-work survey you participated in over the summer, you will receive another survey in 2021 to update us about your perspective as a colleague on a distributed work team.

Being a member of a distributed team brings challenges that have required us to learn new ways of working, communicating and collaborating. Thank you for your flexibility in adjusting to this environment.

Next Steps

- **Your manager will discuss this news with you.** Thank you for your continued insight and two-way communication with your manager.
- **Read this updated remote-work [Q&A](#).**
- **You'll receive updates.** We will provide updates and share more information as we have it. We will provide you necessary planning time and notice if we determine roles will remain remote or roles will return to the office after June 30, 2021.

Thank you for everything you do in support of each other and our communities

Please know that you are supported and there are [many resources available to you](#). Please stay safe and healthy.

More Information

Resources

- [Child care and school support resources](#)
- [Remote Work \(Distributed Work\) Q&A](#)
- [Health and well-being tips for distributed teams](#)
- [Home office furniture and item discounts](#)
- [Microsoft O365 Learning Portal](#)

Important information about working on site

Some colleagues have functions where partial or all work must be performed on site. Colleagues should continue to follow their leader's guidance. Leaders are making decisions about work environments based on functional, business necessity. Colleagues who work in the office full time, partially or occasionally will continue to follow our [safety guidance](#). Working onsite is subject to continued compliance with regulations and orders.

Some colleagues may have personal circumstances that make working remotely challenging. Colleagues in these situations can discuss working in the office with their manager. It is very important that all colleagues understand and follow the safety guidance when in the office.