



MEMO

To: System Office Colleagues

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

Date: 6/10/21

Re: Workplace Update

Dear System Office Colleagues,

Thank you for your ongoing contributions to our COVID-19 response and our Mission. We are updating you about our short and long-term workplace plans. Colleague safety is a top priority, so we are continuing to monitor frequently updated workplace guidance and requirements from the CDC, the Occupational Health and Safety Administration (OSHA) and other agencies.

Trinity Health has determined it is best for colleagues who are currently working remotely to continue doing so until Sept. 7, 2021, [as announced on April 22](#) unless otherwise directed by their supervisor due to changing business requirements. Our post-Sept. 7 workplace plans are being developed and will be shared soon.

In-office Work and Meetings

Recently, the CDC and the Michigan Occupational Safety and Health Administration (MIOSHA) updated its guidance for companies to enable colleagues to resume in-person work and participate in onsite meetings. Therefore, we are updating our guidance for in-person meetings and for working in System Office buildings in Michigan for fully vaccinated colleagues who voluntarily submit their proof of COVID-19 vaccination. **This update is intended to accommodate colleagues who may have personal circumstances or business requirements that make it necessary to work in the office prior to our workplace plans being finalized. It is expected that a limited number of colleagues will need this accommodation.**

- **After June 14, 2021, leaders may hold voluntary team meetings on site in System Office buildings in Michigan.** In-person attendance should be optional, and vaccinated colleagues attending in person must submit proof of COVID-19 vaccination and then receive verification of approval from Human Resources before coming to the office. Colleagues may submit their proof of COVID-19 vaccination within the [HR4U colleague portal](#) following [this job aid](#) or submit a medical or religious exemption request. More information on the verification and exemption approval process will be shared within the next few days. All meetings should continue to have a WebEx or Teams option for colleagues who will join remotely.
- **After June 14, 2021, fully vaccinated System Office colleagues who are currently working remotely and whose personal circumstances or business requirements make it necessary to work in the office, may *voluntarily* return to work at their office building in Michigan for some or all their scheduled work hours if their vaccination status has been verified by Human Resources or they received an approved medical or religious exemption. Managers must also approve the colleague's request to work in the office. Additional information about that process will be shared soon.** This update does not apply to colleagues of TogetherCare, Revenue Excellence including our PBS locations and other departments in which remote work environment plans are already in place and communicated.

Colleagues should continue to follow their leader's guidance on their workplace status, as some colleagues have functions where partial or all work must be performed onsite. Colleagues who are required to work in the office based on job requirements will continue to work in the office – regardless of vaccination status. They are strongly encouraged to be vaccinated and voluntarily submit their proof of vaccination, and if not fully vaccinated or if they have an approved exemption, are required to mask and distance according to Trinity Health guidelines. Working onsite is subject to continued compliance with regulations and orders. Current federal, state, and local regulations/guidance must be followed if they are more stringent than Trinity Health guidelines.

Safety Requirements for In-office Work and Meetings

Now and in the future, it is important that you do not come to the office if you are not feeling well.

Fully vaccinated colleagues who attend in-office meetings or are approved to work in System Office buildings in Michigan are NOT required to wear a mask or maintain physical distancing, in line with the [latest CDC guidance](#) for workplaces where health care is not delivered, if their vaccine status has been verified. Colleagues who are approved for medical or religious vaccination exemption or who are required to come to the office due to work duties but have chosen not to share their vaccine status are required to continue masking, physical distancing and following other safety protocol. Colleagues who visit the building solely for TIS computer/equipment support must mask and physical distance – regardless of vaccination status.

If you are approved to work in the office:

- Please work in the space you occupied prior to the pandemic until long-term workplace plans are final. If your normal space has been repurposed, please work with your manager who will connect with facilities services to locate space.
- No visitors (people not employed by Trinity Health) are permitted on site.
- There are no food services available currently and there is 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, follow all safety protocols for that location.

More information is forthcoming for System Office colleagues in states outside of Michigan.

Please stay safe and healthy.

Resources

- [Resources for colleagues and their families](#)
- [Child care and school support resources](#)
- [Health and well-being tips for distributed teams](#)
- [Home office furniture and item discounts](#)
- [Microsoft O365 Learning Portal](#)