



MEMO

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

Safety is a Trinity Health Core Value. As such, colleague safety is one of our top priorities. As shared in our related communication today, colleagues who are currently working remotely will continue working remotely through at least December 31, 2020. This will enable us to continue to contribute to physical distancing and slow the spread of COVID-19 in our communities.

However, some colleagues have functions where partial or all work must be performed on site in our non-patient care office environments. Also, some colleagues may have personal circumstances that make working remotely challenging. Colleagues in these situations will work with their manager. Exceptions to the remote-work guidance are based on need and require executive leader approval. Also, some colleagues may occasionally need to work in the office for a special project. Your leader will work with you if this is needed.

Trinity Health reviews guidance and requirements from the Centers for Disease Control and Prevention (CDC), the Occupational Health and Safety Administration (OSHA), and other agencies to ensure we protect the health and well-being of all our colleagues.

These requirements and expectations in response to COVID-19 have been created for your health and safety and the health and safety of those around you. Some may seem challenging, but this cautious approach will keep all of us safer. Our goal is to provide you with a safe work environment, and you are a key participant in achieving that goal.

Trinity Health has new, comprehensive safety guidance for our non-patient care office settings. It is very important that all colleagues who work in the office full-time, partially or occasionally understand and follow the guidance.

Please read the following files, which are available on the Colleague Resources page of the [COVID-19 Resources site](#):

- [Safety Expectations and Guidelines for Colleagues Working in Non-Patient Care Office Settings](#)
- [What to Expect when Working in the Office](#)

Important highlight

A face covering must always be worn when you are in our office settings, except when alone in an enclosed space or alone at your desk if you are able to maintain at least 6 feet of distance between you and other people.

Related guidance

- [Guidance for facilities management teams to prepare and maintain our safe office environments for colleagues](#)
- [Guidance for leaders to request approval to and safely return colleagues to the office](#)

Next Steps

If you are currently working in or will work in the office, your manager will discuss this news with you and review the guidance.

Thank you for your continued insight and communication with your manager as we respond to the COVID-19 pandemic and shape our future, together.

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