



# BACK TO WORK

## Employer to Employee Communication

Good Morning Team,  
The Management Team has spent considerable time researching, discussing and formulating what our Phase Back Plan for returning to work within the office building will look like. As there is no road map for a world post-COVID and because things can change rather quickly, please know that this plan is considered transitional and that we may need to make adjustments as we progress forward. As always, your comments and feedback are welcome.

We have been fortunate to be an essential business and to be able to maintain job security during a time when so many others have not been as fortunate.

Thank you to everyone for your understanding and support during these changing times. A special thank you to:

- \_\_\_\_\_ (IT) who worked relentlessly to make the necessary arrangements for all of us to work remotely.

- \_\_\_\_\_ (RECEPTION) who went into the office daily to ensure all calls and deliveries continue to be routed.

- \_\_\_\_\_ (MAIL) who went into the office daily to process and forward our mail.

Their work allowed the rest of us the ability to work remote over these past months.

We are looking at 3 phases as we return to work in our office building:

- Phase 1 June 1-14
- Phase 2 June 15-28
- Phase 3 June 29 & forward

The Phases are set up to gradually bring people back to the office while monitoring any potential outcomes. Our goal is to be back to a fully staffed office setting by June 29th.

The following associates are currently working within the office:

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As of Phase 1 the following individuals will also be working within the office:

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As of Phase 2 the following individuals will also be working within the office:

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As of Phase 3 everyone including the following individuals will be working within the office:

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This is the plan for the time being. Again, we will be monitoring the situation as we progress. Your safety is always our number one concern.

At the same time, we all need to do our part to move things back to "normal". One thing is certain, and that is that this will be a new normal as we evolve post-COVID.

As we move forward we continue to look for ways to minimize disadvantages and to embrace the positives.

Please see attached for additional details regarding our Phase Back guidelines.

Again, the Management Team is available to discuss any concerns you may have.