

# CORONAVIRUS DISEASE 2019 (COVID-19)

## Work from Home Update for System Office Colleagues



**Audience:** System Office Colleagues

**Revision Date:** 5/22/2020

**Version:** #1

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

Dear System Office Colleagues,

I hope you and your family are safe and healthy. Thank you for all you continue to do to support each other and our front-line colleagues in our pandemic response.

Last month, I sent you an update on the status of our colleagues working from home (since mid-March) to help contribute to social distancing to slow the spread of COVID-19 in our communities. With many states and communities making plans for loosening restrictions, I know you may be wondering when we might bring colleagues back to the System Office buildings to work.

**Due to the uncertainties of COVID-19 and our priority to ensure a safe workplace, we will wait until at least July 31, 2020 to announce any related decisions about our office environment.** Colleagues currently working from home should continue to work from home. We hope that sharing this information with you now allows you to have some clarity about your work location for the near term. We still plan to provide at least seven days' notice before scheduling returns to System Office work locations so that colleagues can be prepared.

Returning colleagues to the office requires careful planning. Trinity Health leaders are considering many critical factors in our planning, including:

- **Colleague safety is a core value and top priority.**
- **COVID-19 is an evolving pandemic.** While we have begun to “flatten the curve” in many communities, we must be prepared for potential resurgences.
- **We are following CDC, OSHA and state and federal guidance on work and workspace planning.**
- **Colleague insight is critical.** We are creating our new future together. We want to know how working remotely is going for you, how you feel about returning to the workplace and about your ideas and concerns. Please look for a survey invitation by email soon.
- **We are planning workspace needs by function.** We are assessing which roles or teams are best to continue working remotely on a regular or rotating basis, allowing more use of space to enhance our physical distancing efforts and safety procedures in our office buildings.

Thank you for your continued agility and commitment. You are communicating and collaborating using new virtual tools and adjusting to very different work lives than we knew prior to the pandemic.

Also, many of you have answered the call to serve in new ways and are supporting other departments and contributing to complex projects – for our front-line colleagues and our communities. Trinity Health is deeply grateful.

Please contact your manager if you have any questions about this update. Thank you for continuing to share your thoughts about where and how we work as we create our new future together.

We know our workplace experience will not be “business as usual” as it was before. We will all need to be flexible as we together adjust to and shape our new work environments.

Lastly, please know that you have supportive resources available to you through these challenging times. As a reminder, Carebridge, our colleague assistance partner, provides 24/7 free, confidential counseling and referral services for you and your family. Call 1-800-437-0911 or visit [MyLifeResource.com](https://www.myliferesource.com) (use code BKKR5 to create a personal login).

We are thinking of you. Please stay safe and healthy.