

Talking Points for Managers with Colleagues Working Remotely

For non-patient care office settings

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General

- Trinity Health made the decision that all colleagues who are currently working remotely will continue to work remotely through at least December 31, 2020 based on:
 - how the pandemic is evolving
 - colleague and leader feedback
 - CDC, OSHA and other guidance
- Remote work for functions where it is possible enables Trinity Health to contribute to physical distancing to slow the spread of COVID-19 in our communities.
- This remote-work extension applies to all colleagues of all Health Ministries and System Office non-patient care office settings who are currently working remotely.
- Colleague and leader feedback are very important to short- and long-term planning for our work environments so please continue sharing your feedback with me and as any additional surveys are created.
- There will be more updates as planning continues over the next few weeks and months as we have it between now and December 31, 2020.
- We will provide you necessary planning time and notice if we determine roles will remain remote and roles will return to the office after January 1, 2021.
- Some colleagues may want to come to the office to pick up personal items from their workspace. Information about retrieving personal belongings and equipment will be shared soon. We are defining the process; you will learn more about that in early August.
- For your safety and to ensure an efficient experience for everyone, please do not come to the office to retrieve your equipment and belongings until you receive that communication with instructions. I know some of you may be eager to have these items. More information is coming in early August.
- The work-environment teams will continue preparing workplace plans for when COVID-19 is present in our communities and for longer-term planning. This includes considering many factors and opportunities to improve the remote-work experience.
- Some colleagues may have personal circumstances that make working remotely challenging. Please discuss this with me if you feel you are in this situation. There is a process for leaders to request an exception to the remote-work guidance based on need. It requires approval from the executive leadership team.

- Some colleagues may occasionally need to work in the office. If this is the case for anyone on our team, I will do my best to work with those colleagues related to their circumstances. It is very important that all colleagues understand and follow the [Safety Expectations and Guidelines for Colleagues Working in Non-Patient Care Office Settings](#) when in the office. Please read that file, which is linked in the remote-work announcement communication for your awareness and available on the COVID-19 Resources site in the Colleague Resources section. Note that if you work in the office, you are required to wear a face covering, except when alone in an enclosed space or alone in your workspace when you can maintain at least six feet of distance between you and other people.
- If you have any concerns or questions, please feel comfortable sharing them with me. If I do not know the answer, I will connect with the people who can answer it. Your feedback is appreciated, and I will share it with our senior leaders.
- We are on a journey, and it has not been easy. Thank you for your contributions during this important time.
- Please remember that there are many resources available to you. See the Trinity Health Colleague Care page for a list of resources: Trinity-Health.org/Colleague-Care.
- Carebridge, our employee assistance partner, helps colleagues and their dependents with many things – from counseling to community resources. You can get help from Carebridge about personal matters; it does not need be work related.