**Date: 5/21/20**

**Delivery media: Email**

**Audience: All EKPC employees**

**Attachments: Return to Workplace questionnaire**

On Tuesday, May 26, EKPC will begin returning employees to their workplaces. This will be the first of three phases for returning those employees who have been working from home due to the COVID-19 crisis. The second and third phases will follow soon thereafter. By mid-June, I expect most staff will be back at their normal worksite full-time.

If you have been working from home, your supervisor should have informed you in what phase you will be returning, as well as your assigned daily arrival time. **Prior to your return, please fill out the attached questionnaire and return it to Human Resources**.

This is a vitally important step for EKPC, for Kentucky and for our economy. Businesses are starting to reopen after almost two months, and they are returning to a very different economy. Of course, many employees of EKPC and our owner-member co-ops have continued reporting to their normal workplaces most days since this crisis began.

While the reopening of the economy is good news, we must take precautions to protect each other’s health and safety. New cases of COVID-19 are being reported each day in Kentucky. Therefore, EKPC has developed a detailed plan to protect employees as we all return to the workplace.

I encourage you to review that plan, as well as related information. These documents are posted on the Coronavirus Safety page of EKPC Central (<https://central.ekpc.coop/>):

* EKPC’s Return To Workplace plan and guidelines
* Return To Workplace FAQ
* Return To Workplace questionnaire (please fill this out and send to HR prior to your return)
* Tips for IT assistance (HQ employees)
* Questionnaire for employees planning to travel out of Kentucky for vacation or personal business

Among the many changes returning employees will see is temperature-testing as you arrive on site, mandatory social distancing at all times and the requirement to wear a facemask when in common areas and around other employees. Of course, we must all continue to follow strict hygiene measures.

I look forward to seeing you at work as we begin restarting Kentucky’s economy.