**Date: 5/29/20**

**Delivery media: Email**

**Audience: All EKPC employees**

**Attachments: None**

This week, we welcomed the return of the first group of employees who have been working from home since the COVID-19 crisis began. I’m pleased to report that temperature testing has gone well. Masks are being worn in hallways. Social distancing and other safety measures are being observed. It is imperative that we continue to be diligent in these practices to protect each other’s health and safety!

We are monitoring the reopening of economies in Kentucky and across the U.S. Here in Kentucky, things are looking promising, but other states are seeing more cases of COVID-19 as they reopen.

As a result, we will maintain a gradual pace here at EKPC. Next week, the first-phase employees who returned this week will be expected to be at their normal workplace three days of the workweek and work from home two days; if this applies to you, please coordinate your schedule with your supervisor. We will evaluate the situation late next week to determine how to proceed the following week.

I know many employees are making plans for their return, and those with young children are facing challenges finding child care. If you find yourself in this situation, please discuss this with your supervisor and/or your HR Business Partner so we can work with you.

Regarding vacation travel, EKPC is adapting as the governor changes policies regarding out-of-state travel. If you are planning to travel outside of Kentucky for vacation or personal business that requires you to be out of state overnight, please go to EKPC Central’s COVID-19 page and download the questionnaire for employee travel. Prior to vacation, fill out the top portion and submit it to your supervisor.

Upon your return, you will be asked to be tested for COVID-19 as soon as possible. If you test negative, then you will be able to return to work. Please note, insurance will pay the full cost of the test, but you may be charged for an office visit, depending on where the test is administered. Most test results are available within 24-36 hours, so time off during that period will be covered by EKPC. Please code the time using the special project code for COVID.

If you elect not to take a COVID-19 test, you will be required to quarantine for a minimum of 14 days before returning to work. Time away from work in that situation will require you to utilize vacation time.

Like employers nationwide, EKPC is adapting as we learn more about this virus and as we receive more information and guidance from government agencies and public health leaders. This is an evolving process, and EKPC will continue to adjust to meet changing information and government policies and guidance regarding COVID-19. We continue to work toward making this as clear-cut as we can, while protecting health and safety.

Have a good weekend!