**Date: 7/1/20**

**Delivery media: Email**

**Audience: All EKPC employees**

**Attachments: Return to Workplace questionnaire**

On Monday, July 8 the second of three phases of EKPC employees who have been working from home will begin returning to their normal workplaces. For now, like those who returned in Phase One, Phase Two employees will work three days a week at their normal workplace and two days from home.

This will be the second of three phases for returning those employees who have been working from home due to the COVID-19 crisis. At this time, we plan to return Phase Three employees beginning Wednesday, July 22. Watch for more communications about that.

Your supervisor can provide information about which phase you will be returning and which three days you should report weekly to your normal workplace. **Prior to your return, please fill out the attached questionnaire and return it to Human Resources**.

I encourage you to review EKPC’s Return To Workplace 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

HQ employees can get a preview of what to expect when they return by viewing this video: <https://central.ekpc.coop/index.php/videos/return-to-work-for-hq-campus/>

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.