

**From:** [Judah, Henry D.](#)  
**To:** [SO All Employees \(Except Student Workers\)](#)  
**Subject:** **\*\*Critical Information\*\*** New On-Site Work Expectations  
**Date:** Friday, May 15, 2020 12:24:23 PM  
**Attachments:** [Return to On-site Work Overview 20.05.15 \(FINAL\).pdf](#)  
[New On-Site Behaviors 20.05.15 \(FINAL\).pdf](#)  
**Importance:** High

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May 15, 2020

To: System Office Employees

From: Henry Judah, Director  
System Risk Management

Re: New On-Site Work Expectations

Next week, we will begin a slow and methodical return-to-work program. A small number of employees will return to the office beginning Monday. As we transition back to the office, there are new and different considerations we must embrace to maintain appropriate protocols to minimize transmission of COVID-19. The attached documents are meant to provide guidance to you.

The primary responsibility for each of you who may be returning to the office next week is to complete the TrainTraq courses that will be assigned to you this afternoon. Prior to returning to the office, all employees must complete this training prior to returning to a System Offices facility. Links to the training can be found in the attached New on-Site Behaviors document.

In closing, your openness to following the recommendations is critical to our success. Please appreciate the intent the guidance provides and help us to maintain the safest work environment for all employees. Now, more than ever, we will need to be a little more understanding of one another and willingly embrace the guidelines to help protect ourselves and our coworkers.

We continue to be so proud of all that you have done during this time and eagerly await the return of each of you.

**Henry D. Judah | Director**  
System Office of Risk Management

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