



May 29, 2020

Dear LEARN Community,

As part of Re-Open Connecticut Safer. Stronger. Together., LEARN's central office building on Hatchetts Hill Road, Old Lyme will re-open on June 15, 2020.

What does that mean?

- Each employee's well-being continues to be a priority for LEARN. We will all exercise caution throughout the re-opening to ensure, to the best of our ability, the health and safety of all.
- Using the Re-Open Connecticut Safer. Stronger. Together. sector rules dated May 8, 2020, LEARN developed a plan to safely re-open. The plan contains guidelines that all LEARN employees will be asked to follow when in the central office, Hatchetts Hill Road building. Social distancing, hygiene, and the use of personal protection are part of those guidelines.
- Although the Hatchetts Hill building will not officially re-open until June 15, foundational guidelines for operating during this Covid-19 pandemic will be effective immediately.
  - No more than 50% of our central office employees will be on-site at one time. No one other than essential employees will be in the building. Guests, visitors, external customers, non-essential employees, and the public will not be able to enter the building.
  - Strict cleaning and disinfection protocols will continue to be used.
  - Facemasks will be worn by all when in common areas of the building.
  - Frequent handwashing is encouraged throughout the time you are in the building.
  - The number of people gathered in certain areas of the building will be limited. Signs displayed near the entrance of each area will indicate the maximum number of people allowed.
- Guidelines will be shared with central office, Hatchetts Hill Road employees throughout the month of June. You may expect to receive information through the LEARNing Curve, Friday updates, targeted e-blasts, signage throughout the Hatchetts Hill building, and the LEARN website. Questions about re-opening or any other issue may be directed to [info@learn.k12.ct.us](mailto:info@learn.k12.ct.us) or 860.434.4800.

Finally, anyone with a concern about their own health and safety should feel free to speak with their immediate supervisor or contact Nat Brown, LEARN's Director of Human Resources at [nbrown@learn.k12.ct.us](mailto:nbrown@learn.k12.ct.us). No one should be fearful about resuming work at our central office location. LEARN leaders are here to assist you. Please reach out. Accommodations may be made as needed and will be evaluated on an individual, case-by-case basis.

The most important thing for all to remember – We are in this together. The health and safety of our employees is most important.

Thank you for your continued understanding, patience, and commitment. More information to be shared in the days ahead.

Always,

Kate