



June 26, 2020

Dear LEARN Community,

On June 15, we successfully launched Phase 1 of LEARN's plan to reopen our central office, Hatchetts Hill building. Thank you to all who resumed working on-site and gave us feedback to further improve the health and safety of our work environment.

This week, Governor Lamont and Commissioner Cardona held a press conference to announce plans for Connecticut schools to reopen in the fall of 2020. As part of this announcement, they also released an outline of their guidance to school districts along with indications of additional information to come. You can read more on the Governor's statement here: <https://portal.ct.gov/SDE/Press-Room/Press-Releases/2020/Governor-Lamont-Announces-Plans-for-the-2020-21-School-Year-Amid-the-Ongoing-COVID19-Pandemic>. As has been the case throughout the pandemic, current guidelines and the expectation for a full reopening of schools are based on existing data and forecasted trends related to COVID-19 transmission in Connecticut. As these realities continue to evolve, so too will the guidance and impact on school districts.

LEARN will initiate **Phase 2** of its reopening plan on **July 6**. Looking forward to the beginning of the 2020-21 school year when all students will return to classrooms in-person, it is time to prepare. Using state guidelines to design our plan, here is what you can expect on **July 6**.

- All 12-month office employees (both at central office and in schools) will work on-site at their primary work location at least 2 full-days per week. Schedules will be determined by office directors and school principals. Of note – Employees working at the Goodwin University schools will receive additional information about access to the school buildings.
- Approximately half of our central office staff in the Hatchetts Hill building will be together at one time.
- Protocols for social distancing, hygiene, and the use of personal protection will include:
 - Employees social distancing at all times.
 - Facemasks worn by all when in common areas of each building and when social distancing is not possible.
 - No one other than the scheduled employees in a building (guests, visitors, external customers, employees scheduled for a different day/time, children, and the public will not enter the buildings).
 - Strict cleaning and disinfection protocols in all buildings.
 - Employees frequently washing their hands and using hand sanitizer.
 - Limited number of employees able to gather together.

This is a difficult time for all. Together, we negotiated the unexpected closing of our agency and the shift to virtual learning and business operations. Now, we begin the process of safely coming back together. If anyone would like to discuss any aspect of our reopening, please do not hesitate to reach out. All questions, concerns, comments, and suggestions are welcome. The well-being of all remains our priority. We continue to do what we can to keep our LEARN community safe and healthy.



Update on the Insurance Change to Anthem

In the past few days, we received important update information from Anthem on the conversion from CIGNA to Anthem. Anthem told us that they mailed cards to all of you who are on LEARN's health insurance plan. If you did not receive your card yesterday, you should receive it today or in the next couple of days. If you do not see your card by June 30, 2020, please let HR know.

An important note. In the information package that we provided you a few weeks ago, Anthem had a link where you can go to set up your user account with Anthem. We had been told that the account set up process would become active as soon as Anthem had finished loading LEARN's data. We are now being told that the sign up process will become active as of the policy start date of July 1, 2020. We apologize for the changing instructions on this one. We are passing along the best information that we have, when we have it.

As we have indicated in our recent communications, we know that many of you will have questions about the plan, your benefits, and account issues. Anthem has provided LEARN with dedicated representatives who you can contact and to whom you can ask confidential questions. We have been using them from HR and finding them very responsive. They are:

Karen Mordecai: karen.mordecai@anthem.com

Allen Lightcap: allen.lightcap@anthem.com

Anthem has instructed us that anyone with questions should email either Karen or Allen. They can respond to you via email or, if you prefer, set up a time for a phone consultation. You will most likely want to have the information package in front of you when you call. If you have not opened the email, please check for it.

If you have any questions, please feel free to contact us at the LEARN hotline/email, info@learn.k12.ct.us or 860-434-4800.

Additionally, Human Resources has been receiving questions regarding the requirement that each employee get a biennial physical in order to receive the HSA contribution. With the State's COVID-19 closing, many employees have been unable to schedule physicals. This issue affects a small number of employees. In order for this to affect you, you need to 1) be covered by LEARN's health insurance plan, and 2) hired during the 2019-2020 fiscal year or 3) were hired before the 2019-2020 school year and have not yet had the required physical. If you fall into this category, please know that we are waiving the requirement for a physical for the first of the two annual HSA payments, which will be made next month. We are moving the deadline for the 2019-2020 physical to October 15, 2020. We understand there is great uncertainty about how much of the State will reopen and stay open in the upcoming months. We will assess the situation again as the year progresses.

The importance of reaching out with questions and concerns cannot be stressed enough. Let us hear from you.



Topic	Contact
<ul style="list-style-type: none">To find out your work schedule	Immediate supervisor, office director or school principal
<ul style="list-style-type: none">To discuss an individual return to work or health related situationTo ask a question about the health insurance change	LEARN's Human Resource Office 860.434.4800 or learnhrdept@learn.k12.ct.us
<ul style="list-style-type: none">To make a general comment about LEARN's reopening	Reopening LEARN Committee info@learn.k12.ct.us

As always, thank you for all you do. Be well.

Kate