



June 5, 2020

Dear LEARN Community,

June 15 will be the first official day of reopening our central office, Hatchetts Hill Road building –**Phase 1**.

During Phase 1, we expect approximately 25% of our central office staff to be in the Hatchetts Hill building together, at one time. All remaining staff members will continue to work from home/off-site locations. Business hours will be 8:30 a.m. – 4:30 p.m. with individuals working according to the schedule agreed upon with their immediate supervisor. In this initial phase, on-site work and work schedules are based upon Connecticut's Reopen Connecticut Safer. Stronger. Together. guidelines and include factors such as the age and overall health of an individual employee, as well as essential job functions.

Several weeks ago, I convened a Central Office Reopening Committee charged with the development of a plan to safely bring staff back to the Hatchetts Hill building. That committee meets once a week to monitor reopening activities and will continue to do so for the foreseeable future. At any time during this process, you may feel free to share questions or suggestions with members of that committee using our [info@learn.k12.ct.us](mailto:info@learn.k12.ct.us) email address.

Our plan, aligned with the Reopen Connecticut Safer. Stronger. Together. guidelines, includes protocols for social distancing, hygiene, and the use of personal protection. These protocols will be displayed throughout the Hatchetts Hill building and shared via emails to Hatchetts Hill employees in the coming days.

A few quick reminders -

- No one other than essential employees will be in the building. Guests, visitors, external customers, non-essential employees, children, 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 and when social distancing is not possible.
- 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.

Looking ahead, we anticipate that June 19 and 26 will be days when the Central Office Reopening Committee formally pauses to reflect on operations to date, feedback received from staff members, and new/revised information from the State of Connecticut. The Committee will revise protocols based on feedback and new information, if needed. The hope is to have about half of our central office staff members in the Hatchetts Hill building together by July 6, which is consistent with State guidance.

While we want to continue our work on behalf of all children, young adults, and families, we want to do so while protecting the health, safety, and well-being of our staff. You are each important. Thank you for your support and dedication.

The best to you,

Kate