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RETURN TO WORK FOR STAFF WITH EXEMPTIONS 6/18/2020

If you're receiving this email it's because you work in an essential job but have either not worked or not performed in-person work during the COVID-19 pandemic because you are either over the age of 69 or have a health condition that increases your risk if infected.

Since the closure of our schools, the agency has provided protection to you and your colleagues by allowing you to remain home and has continued to pay full salaries even if you were not able to do your job remotely. After 3 ½ months of doing this, we need to begin planning for your return to work. As Ed Placke, our Executive Director, has reported in recent daily updates he emails each night, Governor Cuomo has signed an executive order allowing special education schools to provide students with in-person instruction this summer. As a result, Green Chimneys is in the process of planning for our students to return to school and our staff to return to campus; with a targeted first day of in-person summer school of Monday July 13th. This means that you will need to return to work on or before that date even if you've previously provided a doctor's note saying you have an underlying health condition. Your supervisor/department director will be talking to you soon (if they haven't already) about the details of your individual return. Depending on your job or department, please know that everyone may not be returning at the same time.

Our country is in the process of reopening and this is one of the many steps being taken in our community to try to recover some degree of normalcy. We do, however, understand the need for safety measures to protect our health and are being as cautious as possible given the circumstances. If your supervisor/department director has not already reached out to you to discuss your return to work, expect to hear from him/her very soon or reach out if you want to reconnect sooner. We will also be sending you a letter in the next week that will outline in more detail our health and safety expectations that all staff are required to follow when at work and that will include a mask that you will need to wear to work if you don't have a different one you prefer to wear already.

If you have been reading Dr. Placke's daily updates you know that we have been successful at minimizing the virus on our campus and we are confident that we can continue to do so if we all follow the new guidelines we have in place. If you haven't been reading the daily updates and/or are not sure what those new guidelines are, you can read them any time on our new staff portal on our website at www.greenchimneys.org/careers/employee-benefits/staff-resources-virus/employee-communications and can expect to also get information in the above mentioned letter.

We look forward to seeing you again and to working closely with you and your colleagues to continue to maintain a strong and successful agency.

Until then, we hope you and your family are and remain healthy.

On behalf of Green Chimneys Executive Council,

Donna Kessler, LCSW, PHR, SHRM-CP
Associate Executive Director, Human Resources