

From: [Kimberly Lile Dowty](mailto:Kimberly.Lile.Dowty@txregionalcouncil.org)
To: [Kimberly Lile Dowty](mailto:Kimberly.Lile.Dowty@txregionalcouncil.org)
Subject: FW: COVID-19 Work From Home Solution
Date: Wednesday, March 18, 2020 9:06:54 AM

From: Ginny Lewis Ford <glewisford@txregionalcouncil.org>
Sent: Wednesday, March 18, 2020 9:00 AM
To: Kimberly Lile Dowty <kliledowty@txregionalcouncil.org>
Subject: Fwd: COVID-19 Work From Home Solution

Begin forwarded message:

From: Kyle Ingham <kingham@theprpc.org>
Date: March 17, 2020 at 10:48:32 PM CDT
To: ALL PRPC <ALLPRPC@theprpc.org>
Subject: COVID-19 Work From Home Solution

PRPC Staff,

In response to the COVID-19 pandemic, Area Schools have suspended activities for a week following Spring Break. As we have discussed over the past several weeks, we will be moving our work to home based solutions. Tomorrow, 3/18/20, will be utilized as a transition day. This means:

1. The technology plan for you will go into place over the course of tomorrow.
2. Our doors will be closed to visitors in order to avoid the spread of germs. Visitors will be encouraged to call appropriate staff members.
3. Staff is currently free to come and go through the office, but be mindful of cleaning surfaces behind you.
4. Our goal is to have no more than 10 staff members in the office at a given time.
5. Please utilize tomorrow morning to get moved to your work-from-home solution. My goal would be for everyone to start settling into the new work environment in the afternoon.
6. Some staff members will be around the building to ensure a smooth transition - they know who they are.
7. For the time being we will view the term of this arrangement to coincide with AISD. At this time that is a timeline extended through Monday 3/30.

Obviously, this timeline is highly fluid.

8. Please remember that part of our job in this transition period is to find ways to make things work, not reasons they wont. Be in close communication with your Directors.

9. Thank you for all that you do for PRPC and the people of the Texas Panhandle

10. Most importantly: Stay healthy and take care of your loved ones. Work is important and we will get it done, but given the choice in a moment of caring for a loved one or reading an email... tend to the loved one.

This is an uncertain time in our world history, but I have the utmost confidence that the ladies and gentlemen of the PRPC to show the best of the Panhandle of Texas in their work and their character as citizens.

It will be a different few weeks, but I look forward to seeing you all soon. Call me, email me, and generally let me know if you have questions or need anything.

Sincerely,

Kyle Ingham
Executive Director

Sent from my Verizon, Samsung Galaxy smartphone