

From: [Kimberly Lile Dowty](#)
To: [Kimberly Lile Dowty](#)
Subject: FW: ETCOG Offsite Work Plan (Work from Home)
Date: Monday, March 23, 2020 9:57:45 AM
Importance: High

From: David Cleveland <David.Cleveland@etcog.org>
Sent: Friday, March 20, 2020 4:14 PM
To: ETCOG - All Staff <ETCOG-AllStaff@etcog.org>; ETCOG - GoBus Drivers <ETCOG-GoBusDrivers@etcog.org>
Cc: Ann Haines <ann.haines@easttexasworkforce.org>; Mary Ann Rojas <maryann.rojas@easttexasworkforce.org>
Subject: RE: ETCOG Offsite Work Plan (Work from Home)
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Good Afternoon ETCOG Team:

As you may know, Governor Abbott, in alignment with CDC and Federal Government Executive Leadership recommendations, issued an Executive Order on Thursday that effectively closes bars, gyms and restaurants in Texas (except for drive through service). This is yet an additional step in the effort to contain the spread of the Coronavirus. At the Governor's televised Townhall meeting on the Coronavirus last evening, he made clear his desire that all Texan's who are able to do so follow the CDC's and President Trump's recommendation that as many people as possible work from home during the next couple of weeks. As a State, if we are indeed going to be successful in "flattening the curve" of this contagion; as a team, we must do our part by following the recommendations of our federal, state and local elected and public health officials to take the commonsense disease mitigation steps they are recommending. Toward that objective, we have been diligently preparing to implement our Offsite (work from Home) plan for the last couple of weeks.

By this written notice, I am initiating the ETCOG Offsite Work Plan (Work from Home) effective immediately. This plan will be in effective from today, Friday, March 23, 2020 through Friday, April 3, 2020. Both today, and Monday, March 23, 2020 shall be considered "transition days". Specifically, this means that on Tuesday morning, March 24, 2020, each Division's skeleton crew will be located on site in our respective buildings at the corporate office location, the Pentecost Road location and the Tyler AAA office location on Broadway. If you have not been identified as being part of the skeleton crew (your Division Director will notify you if you are a skeleton crew member or if you have been approved to work offsite) in each of these locations, you are expected to work from home from March 24, 2020 through April 3, 2020. It is explicitly acknowledged that special considerations remain for our Transportation, Area Agency on Aging and Public Safety staff. **If you serve on the staff team within the Transportation, Aging or Public Safety Division's, please be sure to check in with your Division Director for special/additional instructions.**

Please review the additional bulleted information below and follow any and all directives as set forth below.

- Please use common sense to the greatest extent possible. If you are NOT part of the

approved ETCOG Skeleton Crew, and you need to come to the office for a business reason, please feel free to do so. When your task is completed, then go back home and continue your work.

- Assistant Executive Director Brandy Brannon and I initially plan to rotate between the office skeleton crew and the Offsite (work from home) crew.
- Skelton crew members may observe ETCOG's Casual Friday (including sports shirts) dress code during the time frame of this directive (through April 3, 2020). Those of you who are working offsite (at home) may observe any dress code they wish to follow....just do not share the details with me .
- Staff who are working offsite should be certain to check in with their supervisor at least once per day and more often as needed. At the end of every day, please be sure to submit a daily progress report that sets forth all tasks and work functions started, in progress and completed. Please electronically sign and date your progress report (typed name and date at the end of the report) and send it to your supervisor. Under these extraordinary circumstances, it is important we collectively document our work for many reasons, including individual accountability. I will work with IT staff to complete a summary outline for your to follow for the daily progress reports.
- Career Team and Baker Ripley subcontractor Workforce Center staff are encouraged to follow the same guidance set forth within this directive to the greatest extent possible. However, it is understood, similar to AAA and Transportation staff that special considerations may apply. Toward that end, be sure to consult with Doug Shryock, and the Workforce Centers Lead (Mary Ann RoJas) and Child Care Programs Lead (Ann Haines). Please note SharePoint capability has been activated for all Workforce Centers Staff.
- During this transition period, **please be sure to test your SharePoint, Microsoft 365 and broadband service to confirm all connections are working well. I request staff make this "systems check" their very first priority and advise our IT Team of any issues immediately so these needs can be addressed as soon as possible but no later than close of business on Monday, March 23, 2020.**
- Our IT Team will be sending a "cheat sheet" on how to access and use SharePoint and OneDrive very shortly. All staff who have been relying on alternatives to SharePoint must transition to SharePoint immediately. Once again, If you have questions about any technology related matters, please be sure to email and/or call our IT Team.
- I anticipate early on there will be several IT system issues that emerge because this is the first time we have attempted to implement a robust and expansive offsite work system for staff. Therefore, as an assist to our IT Team, please be sure to route All IT system issues through your supervisor first. If needed, your supervisor will submit a ticket to the IT Team for resolution.

As an efficiency matter, we will not be providing printers for staff use at your offsite location. When you need to print something, you may save it to PDF and email it to yourself for future printing, create a print folder on SharePoint to save documents to for printing next time you visit the office, or you can email the document(s) you need to print to Edie Pond and ask her to print them for you. Then ask for your printed documents on your next visit to the office.

- US Congress recently passed some Coronavirus relief legislation that among other provisions, does provide some sick leave for those who do become infected. Brandy already sent preliminary information to you about this matter and will continue to provide updates as information becomes available.
- Director of Communications, Ms.. Lindsay Vanderbilt, has created a private Facebook page called "East Texas Council of Governments Staff" for use by staff only to communicate and connect during this Offsite work phase. Please be sure to sign up and thank Lindsay!!!

I know we are all dealing with extraordinary times and uncharted territory. With that being said, if we have to face this, and we do, I cannot think of a better team more prepared and responsible than the ETCOG Team to deal with all of this! I know there will undoubtedly be things I did not anticipate in terms of guidance and support items within the above communication. As you encounter those items, feel free to contact me or your Director by email or telephone and we will figure it out together. Do not forget to keep praying that God would enable us all to defeat this virus, spare us all as much as possible from the suffering this virus brings us and to protect us all from it...especially the most vulnerable among us.

More updates and communication will be provided on a consistent basis. Stay strong and diligent and please know I appreciate you all!

David

David A. Cleveland

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ETCOG Vision

We are a trustworthy organization committed to providing leadership, education, and financial resources to our 14 county region.

ETCOG Mission

In order to improve the Quality of Life for all of our citizens, ETCOG pledges all of its resources to educate and assist its members to accomplish their goals.

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