

From: [Kimberly Lile Dowty](#)
To: [Kimberly Lile Dowty](#)
Subject: FW: Initial Phase Reopening Guidelines
Date: Friday, May 22, 2020 11:17:50 AM
Attachments: [NCTCOG Initial Phase Reopening Guidelines 5.20.2020.pdf](#)

From: Mike Eastland <MEastland@nctcog.org>
Date: Friday, May 22, 2020 at 9:25 AM
To: Ginny Lewis Ford <glewisford@txregionalcouncil.org>
Subject: FW: Initial Phase Reopening Guidelines

Ginny,

Here are our 1st phase reopening guidelines. We are proceeding cautiously as things are going well with teleworking. Will see if we go back to having a lot of staff in the office at any given time.

Enjoy the long weekend,

Mike

From: Mike Eastland
Sent: Wednesday, May 20, 2020 4:04 PM
To: AGENCY <AGENCY@nctcog.org>
Subject: FW: Initial Phase Reopening Guidelines

Folks,

The Program Directors have met and discussed the Reopening Committee's recommendations at length. The committee's recommendations were approved and now serve as guidelines that will be effective as of June 1, 2020. I want to say a big thank you to James Powell and the other members of the Employee Reopening Committee for the diligence and careful thought that they put forth in developing the recommendations which have now become guidelines. I also want to thank each of you who provided comments/suggestions to the committee as they were in the process of formulating their recommendations. We will all benefit from this effort.

Our safety as COG employees is the overriding priority within these guidelines. To that end, wearing of masks and physical distancing will be required for anyone coming onto the NCTCOG campus. The only time a mask is not required is when you are in your personal workspace. The agency will provide each employee one (1) washable cloth facemask (to obtain, contact your Program Director or their designated representative) or you may choose to utilize your own. It is up to each of us to be responsible for adhering to these guidelines so that we don't endanger other people or ourselves

To be clear, this initial phase is focused on employees that have a business need to be in the office, request to work in the office, and receive approval from their Program Director or their designated representative. Other than for these limited exceptions, employees currently working from home will continue to do so as teleworking is the Agency's primary strategy to limit potential exposure to

COVID-19. The Program Directors, Human Resources and I will continue to monitor this ever fluid situation and provide two (2) weeks advance notice of any changes to this approach. Any other changes to the guidelines will only be in response to CDC or other governmental agency directives.

Please continue to be safe, focused and productive. I am very proud of you.

Mike
