From: Kimberly Lile Dowty
To: Kimberly Lile Dowty
Subject: FW: Offsite (Work From Home) Update--4-29-2020
Date: Tuesday, May 5, 2020 10:43:20 AM

From: David Cleveland <David.Cleveland@etcog.org>
Sent: Wednesday, April 29, 2020 9:10 AM
To: ETCOG - All Staff <ETCOG-AllStaff@etcog.org>; ETCOG - GoBus Drivers <ETCOG-GoBusDrivers@etcog.org>
Subject: RE: Offsite (Work From Home) Update--4-29-2020
Importance: High

Good Morning Everyone:

As you know, Governor Abbott announced his plan for reopening the Texas Economy safely on Monday. In summary, the plan calls for a multi-phase process over the next month or so. The good news is the stay at home order expires tomorrow and most (not all) Texas businesses can begin to reopen at 25 percent capacity beginning on Friday May 1, 2020. It is important to note, once again that ETCOG is defined as an "essential business" and as such is exempt from the shelter in place orders. Nevertheless, I felt it is important we take the necessary steps to protect our staff and honor the shelter in place orders to the extent we were able to do so while simultaneously delivering the critical services our East Texas Jurisdictions and citizens need. Therefore, since March 24, we have been successfully operating with a small skeleton crew onsite at the ETCOG Offices, while the vast majority of our team has been successfully working offsite.

While the Governor's shelter in place order expires tomorrow, his "Reopen Texas" plan emphasizes a cautious, deliberate and safe reopening approach. It also clearly encourages organizations that can remain and operate successfully in an "work from home" environment, to continue to do so. In fact, the plan does not require businesses to reopen at 25 percent capacity, but allows them to do so as long as safe practices such as social distancing continue. What does all of the above mean for the ETCOG Team? After evaluating the Governor's plan and balancing that with what is best for the ETCOG Team, I have decided to hold our current position through Friday, May 15, 2020. Specifically, this means we will continue to operate with our skeleton crew at the main ETCOG Offices, with the rest of our team working offsite; with one modification. I asked each member of the Directors Team to advise me of any staff member that, for good (organizational or personal) reason, needs to be added to the onsite Skelton Crew. Such decisions will be made on a case by case basis and these individuals will work onsite only as much as required to meet the specified need. Therefore, if you are currently serving on our "Offsite Crew", and believe you have good reason to work onsite beginning next Monday, May 4th, please contact your Division Director immediately to discuss your specific need and situation.

Notwithstanding the aforementioned exception, we will continue operating as we are currently with our Offsite (Work from Home) Crew, supported by our Onsite Skeleton Crew, through Friday, May 15, 2020. During these next two weeks, I will be working closely with the Division Directors to

develop our "return to onsite work plan", that will include additional safety precautions in accordance with the Governor's written guidance. Assuming all continues to go well with virus containment efforts in the State and our region during the next two weeks, you can expect to see our Offsite Work Crew begin (in phases or steps) to transition back onsite on Monday, May 18, 2020. Finally, thank you for making our Offsite Work experience so successful over the last few weeks! You all have done a great job to date! Based on our overwhelmingly positive experience and success with the Offsite Work Plan, I am considering the possibility of offering an Offsite Work option at some level in the future.

Thanks for all you continue to do! Keep up the great work, and please advise if you have any questions.

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.

From: David Cleveland <David.Cleveland@etcog.org>
Sent: Friday, April 24, 2020 4:46 PM
To: ETCOG - All Staff <ETCOG-AllStaff@etcog.org>; ETCOG - GoBus Drivers <ETCOG-GoBusDrivers@etcog.org>
Subject: RE: Offsite (Work From Home) Update--4-24-2020
Importance: High

Good Afternoon Everyone:

I cannot believe over three weeks have passed since my last Offsite (Work From Home) update (see below)! All reports I have received highlight the fact that our productivity as an organization remains the same or better than our standard onsite work arrangement! Congratulations and keep it up! I am also hearing that some of you may be anxious to come back to work just to get out of the house and achieve some "social distance" from family members.

Either way, I wanted you to know I anticipate we will begin the process of returning to our standard on site work plan soon. It is not likely said transition will be immediate and there will be some adjustments made to make certain the return to onsite work will be safe for everyone. I look forward to hearing what the Governor's requirements are for a phased in approach to opening the Texas Economy on Monday. After his press conference is complete and his requirements are clear, I plan to confer with the Director's Team first, and then follow with a written update to you all. In the meantime, please note ETCOG has purchased facemasks for all staff (two each!) to use when you are in public. If you have not picked up your facemasks yet, please contact your Division Director to make delivery or pick up arrangements.

You can expect to hear from me with another update on Monday or Tuesday of next week. Have a blessed and safe weekend and thanks for all you do!

David

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From: David Cleveland <David.Cleveland@etcog.org>
Sent: Wednesday, April 1, 2020 4:24 PM
To: ETCOG - All Staff <ETCOG-AllStaff@etcog.org>; ETCOG - GoBus Drivers <ETCOG-GoBusDrivers@etcog.org>
Subject: RE: Offsite (Work From Home) Update--4-01-2020
Importance: High

Good Afternoon ETCOG Team:

As you may know, Governor Abbott amended his original Executive Order yesterday. His order, which will now expire on April 30,2020, requires all Texan's to practice social distancing, good

preventive hygienic practices; working from home, if possible; and the elimination of unnecessary travel. Because our Offsite (work from home) plan is tied in spirit and an practice to the Governor's Executive Order, I wanted to advise by this notice I am amending our Offsite Work Plan so that it will expire on the same April 30, 2020 date as the Governor's Executive Order. Specifically, this means in accordance with current practice, skeleton crews only will remain in place at the ETCOG Offices. However, please be advised that your respective assignment to work offsite (at home) or on the skeleton crew may change as safety adjustments or organizational operational needs dictate. I will be asking the Director's Team members to review the Offsite and Skeleton Crew assignments carefully to ensure we are rotating as many of those of you as possible between both assignments.

So far, the reports I am hearing from Directors and other staff have been fantastic. There has been little or no measurable reduction in organizational productivity since we completed our switch to offsite working on March 23, 2020. I congratulate you all on your dedication and commitment to our customers during this difficult and unprecedented time! WAY TO GO!!! I want to give a special shout out to our IT Team and our GoBus Drivers who continue to excel under difficult circumstances!

As I mentioned previously, please be sure to join me in prayer on a daily basis that God would intervene and protect those who have not contracted COVID-19; and that He would comfort and heal those who have. Historically, in times of adversity, Americans have always pulled together and prayed together. Social Distancing may be necessary and needed right now, but it cannot defeat prayer and compassion for our neighbors. Remain flexible and responsive to your supervisors and keep up the great work! Feel free to contact your Director or me if you have any questions, needs or concerns. I will continue to update you on a weekly basis.

David

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From: David Cleveland <David.Cleveland@etcog.org>

Sent: Monday, March 23, 2020 7:11 PM
To: ETCOG - All Staff <ETCOG-AllStaff@etcog.org>
Cc: Ann Haines <ann.haines@easttexasworkforce.org>; Mary Ann Rojas <maryann.rojas@easttexasworkforce.org>
Subject: Offsite (Work From Home) Update--3-23-2020
Importance: High

Good Evening ETCOG Team:

As of this writing, thanks to the extraordinary efforts of our entire team, the transition to our offsite work locations (at home) is essentially complete. To assist you with this new work at home world, I am excited to provide you with another tool you can use to make individual communication, communication by Division and communication with the overall ETCOG Team in general much easier. The program is call Microsoft Teams! Our outstanding ETCOG IT Team advises that most all of you should have Microsoft Teams already loaded on your computer. To check to be sure this is true, simply type "Microsoft Teams" in the search box in the bottom left hand corner of your screen right next to the Start button. In the event you do see the Microsoft Teams Ap after typing into the search bar, please contact the IT Team for assistance.

Through Microsoft Teams, you can communicate with private chat messages to any ETCOG staff member and you can do the same in small groups. I believe IT will be establishing a group for each Division and for the Directors Team to start. The ability to chat with each other to help move your work forward is the best substitute to actually being in the office together as the chat messages go back and forth between the parties in real time, just like a text message. For those of you who are new to Microsoft Teams (like me), I asked out IT Team to develop basic instructions on how to start and operate the software. For your convenience, those instructions are attached.

Finally, remember to review the email I sent to everyone last Friday afternoon if you have not already done so. One of the deliverables I asked you to complete at the end of each work day in last Friday's email message, is to submit a daily progress report of the work tasks you have completed to your supervisor (see bullet number 4 from the all staff email). If you did not start this new habit today, please do start submitting you daily progress report with the information requested at the end of your work day tomorrow and on each work day thereafter.

Thanks for all you are doing every day! With God's help and through his provision and your diligence, we will prevail! Please feel free to contact me if you have any questions.

David

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