



Subject: 8/17/2020

Hello Team Players:

We are beyond grateful for your continued support and loyalty to Jewel Human Services. At this time, we are proudly announcing the re-opening of our programs on August 17, 2020.

We will open with the regular operating hours of 9 am to 5 pm.

Please note: We will attempt to accommodate staff requests; however, the office requires coverage at least from 9 am to 5 pm Monday to Friday.

Any staff member who does not feel comfortable returning to work is welcome to have a one-to-one conversation with your supervisor regarding your circumstances.

We have rolled out new corporate policies and plans regarding the implementation of maintaining the cleanliness of the workspace and staff safety. Upon entering the building, your temperature will be taken; you will wash your hands, put on a face mask, and answer questions about your possible exposure to COVID-19. Your workspace, offices, and conference rooms are reconfigured for Social Distancing. Hall markings and wall postings are provided to direct your route and to encourage Social Distancing. PPE is available for your use at all times.

As the CDC, OPWDD, DOH provide new information, you will be informed, and we will make the necessary policy changes for implementation.

If you have any questions about the information provided in this letter, please contact your immediate supervisor or the H.R. Department.

Sincerely,

Carol C. Francis,
Director of Operations

We are excited to be on this path with you, the path of recovery.