

March 16, 2020

TO: All MSA and Partner Employees
FROM: Bob Wilkinson, President
Amy Basche, Chief Operations Officer

SUBJECT: Updates to MSA's Telecommuting Policy

****PLEASE SHARE THIS MESSAGE WITH THOSE WHO AREN'T ON COMPUTERS****

We understand these closures will be difficult for many of our employees as you will be looking for alternative childcare over the next six weeks.

To help navigate these changing times, we have issued a management directive to simplify and expand the use of our telecommuting policy ([MSC-POL-HR-60960](#), *Telecommuting*). Additionally, we have created a new attendance code in TIS called TRW (Telecommuting Regular Work) to accompany this policy. If you are not eligible for telecommuting and need to be off work, you will continue to use PTB or PTX. For subcontracting staff, please refer to your contract terms and conditions or contact your contracts specialist for more information.

As a reminder, in order to telecommute, you must first receive permission from your manager. Due to the unique circumstances, timing and the potential for an increase in PTB and telecommuting requests, we are asking managers to be open-minded to the nature of the requests.

If you're not currently set up with telecommuting capabilities, we are planning a technology fair for Monday and Tuesday in the 2490 Garlick atrium for workers to get equipment in order to connect remotely.



Some reminders for all of us:

- All information regarding coronavirus is being posted on our coronavirus webpage at <http://www.rl.gov/page.cfm/COVID-19>. We will continue to share and post information as we receive it.
- Continue to follow [CDC guidelines](#) for decreasing the spread of viruses. Our laborers and janitorial staff continue to do frequent disinfecting of kitchen areas, restrooms, doorknobs and handrails.
- Be supportive and respectful of your colleagues, whether they are returning from a vacation or sick leave.

Thank you for your dedication to our mission and to the safety of everyone around us.

Bob Amy

MSA employees are required to report fraud, waste, abuse, misuse, corruption, criminal acts or mismanagement.

