

March 16, 2020

CH2003-12

From: Ty Blackford, President and CEO

To: CHPRC Employees (please cascade)

Subject: TIME CHARGING AND TEMPORARY ALTERNATIVE WORK LOCATIONS

CH2M HILL Plateau Remediation Company and other site contractors, like most employers around the state and nation, are working to respond to rapidly changing personal and public health conditions. The past few days have been challenging for many individuals and families, especially with schools closing and the unexpected impact for all of us in that light.

I have asked my management team to be understanding and accommodating with regard to this issue. I encourage you to use PTB, PTX and CTP while working closely with your manager to balance childcare and work responsibilities. [PRC-PRO-HR-073](#), *Personal Time Bank and Other Absences*, is a necessary resource to help in these discussions. Your HR Field Rep is also a good resource should you have any questions.

We have also issued this management directive, [PRC-MD-HR-54502](#), *Temporary Alternative Work Location*, to provide additional flexibility during this time. This document defines the requirements and processes for when work can be performed at an off-site location where employees have the ability to link electronically (via computer, for example), to co-workers and/or information system(s) to perform their work should it be necessary. Management will be working to assure this capability is available for those work scopes that we can accommodate without impact to the safety and reliability to our risk reduction work on site.

I know this is an extremely challenging time for many of us. I appreciate your flexibility and commitment that should allow us to continue advancing our important mission of protecting the Columbia Basin region.

Please use [this intranet page](#) as a resource for answers to frequently asked questions.

It is imperative that we all remain mindful of what we are doing; take care of yourselves and watch out for those around you. Please remember that also includes staying home if you are sick and assuring your supervisors are aware so we can assist if necessary.

I will continue to keep you updated as new information becomes available.