

March 18, 2020

CH2003-17

From: Ty Blackford, President and CEO
To: CHPRC Employees (please cascade)
Subject: COVID-19 UPDATES AND REMINDERS

We continue to work through a very dynamic and challenging situation with regard to COVID-19. I want to remind you of a few items and update you on a few others. Please share this message with your coworkers who may not have seen this message.

- On Tuesday, CHPRC stopped fieldwork that is not minimum safe compliance work to address employee concerns.
- I have asked management to be flexible in accommodating employee requests to take paid/unpaid time off and use comp time (PTB, PTX and CTP). We are working to gain authorization that would allow workers to go negative in their PTB bank. Additionally, employees may be permitted to take more than 20 hours of CTP in one week with approval of your project or organization's vice president and human resources.
- Stay home if you are sick or are caring for someone with COVID-19 symptoms. If you feel at risk of COVID-19 and wish to stay home, talk to your manager. Use your management chain!
- We continue to utilize the process outlined in this management directive ([PRC-MD-SH-54500](#), *COVID-19 Notification Response*) to respond to employees being tested for COVID-19.
- Teleworking is authorized under this management directive, [PRC-MD-HR-54502](#), *Temporary Alternative Work Location*, to perform work remotely, if the employee and manager agree. The appropriate TIS attendance code to use should you telework is "TRW."
- Remember, HPMC is not a primary care facility. If you feel sick, contact your primary care provider. HPMC Occupational Medical Services has a webpage [here](#) for more resources.
- Please continue to use [this intranet page](#) for answers to frequently asked questions submitted by workers on the Hanford Site.

I want to remind you of the actions we have taken to-date:

- Asked managers for flexibility in employee schedules for use of PTB or telework
- Reduced in-person meetings; implemented wider use of teleconferences
- Issued Notification Response directive
- Issued Temporary Alternate Work Location directive
- Cancelled HAMMER training for two weeks
- Cancelled non-mission critical travel
- Implemented Site-wide question/answer page
- Asked managers to reduce size and increase social distancing in meetings
- Conducted daily status briefings with Hanford Site leadership

I know this represents a tremendous distraction. Thank you for all you are doing to maintain the health and safety of yourselves, your coworkers and your family.