



Memo

TO: Staff

FROM: Clara Young
Director of Finance & Administration

DATE: April 21, 2023

RE: Staff - Back to Working in the Office

A memo was sent last year advising staff to report back to the office starting November 7, 2022.

Effective April 24, 2023, **all staff** will report to working in the office. **Remote work is no longer available.**

Supervisors and workers will use sign in sheets to record when they come to work, breaks and leaving the office for the day.

All supervisors will verify their workers' hours each pay period by signing timesheets which will be forwarded to the payroll department.

The agency lifted the Daily Questionnaire, Antigen Rapid Test and Masks on April 18/23.

PPE supplies will continue to be available for those who choose to wear masks and use hand sanitizers.

Thank you for your cooperation.