

TO: All LWD Employees

CC: Heidi Henson

FROM: Secretary Acosta

DATE: November 17, 2020

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Hello,

I am writing to give you an update on our remote work status plans. I also want to continue conveying my deep appreciation for the amazing work you are all doing on behalf of the people of Massachusetts.

2020 has brought unprecedented challenges to our personal and working lives. We can all feel great pride in the resiliency and flexibility demonstrated by our workforce to meet the needs of the Commonwealth's constituents even with the constraints of cleaning and distancing protocols under COVID-19. Whether staffing the front lines of crucial in-person supports or remotely delivering services, Commonwealth employees have distinguished themselves in innumerable ways during this unique period.

Over the past seven months nearly half of the Executive Branch workforce shifted to telework, accelerating technology enhancements that were already underway and ushering in new approaches to many long-standing work practices. In August, I wrote to inform you that existing telework schedules would remain in place until the end of the calendar year, as we plan for a return to the workplace that incorporates lessons learned over the past several months, including more regular telework. That planning is well underway and will continue through the rest of this year and into early 2021.

Today, I am writing to update you that unless otherwise directed by their managers, all staff currently teleworking for part or all of their work schedule will continue to do so until at least the beginning of March, while we continue work on our long-term plan. We expect to share a more detailed approach for returning to work in early 2021.

With that said, our intention as it relates to the 19 Staniford Street, Boston location (the Hurley building) is to have only employees required to provide in person services working in the building. Given the intention to redevelop the Hurley building, we are working on transitioning to a new space sometime in the second half of 2021. So, for those working remotely, you will not be returning to the Hurley building in early March. As this work progresses, we will be sure to provide you with updates.

Thank you for what you do each and every day in working to make state government responsive for those who look to us for support in good times and bad.

All the best,

[Signature]