

Dear BWPO Staff returning to the office,

In preparation for the opening of BWPO offices, the OES Committee met with management to discuss proper health and safety guidelines. Before staff could return, each Workforce Development Area submitted a reopening plan to the Governor for approval. We must all work together to ensure safety as the offices begin to reopen.

We are asking members to be diligent and send an email to your supervisor, ARD, Shop Steward, Business Agent, and Committee Chair. If you notice any of the following:

- Clients are being admitted without an appointment;
- Common areas are not kept clean or regularly cleaned;
- The COVID Officer is not doing their job, and/or
- CDC guidelines are not being followed (you can find the CDC [guidelines here](#))

Communication is critical as we transition back into the workplace.

The OES Committee hopes this email finds you and your family well. We want to congratulate the entire BWPO staff for transitioning to telework and serving our clients. Our successful efforts made a positive difference in many lives. Now it's time for the next step, moving back into the office.

We received notification that some BWPO staff will be returning to the CareerLink offices. Although offices are opening, the COVID-19 epidemic is not over. We must take proper precautions to protect the health and safety of our members. The OES Committee is working with management to ensure your safe return to work.

Our Committee is asking all Shop Stewards to request a walkthrough of the office before staff returns. During the walkthrough, verify an adequate stock of PPE is available and speak with the Career Link manager about COVID-19 policies and procedures. Address any issues that come up.

If any members notice the following issues:

- PPE is running low;
- Clients are being admitted without an appointment;
- Common areas are not kept clean or regularly cleaned;
- The COVID Officer is not doing their job, and/or
- CDC guidelines are not being followed (you can find the CDC [guidelines here](#))

Please send an email to your supervisor, ARD, Shop Steward, Business Agent, and Committee Chair. Communication is critical as we transition back into the workplace.

Thank you for all the hard work you do. Stay safe and healthy!

Tonia Frank, OES Chair

On behalf of the OES Committee