

Sample Notice to employees re: working remotely, reducing staff presence

I have asked all Supervisors of Administrative personnel to work with their departments to reduce staff presence in all offices by at least 50%. Each department may be different depending on their needs and remote capabilities. If you are requested to work from home you must continue to be available to check voicemails, return phone calls and or emails and respond to requested assignments. Your Supervisor can assist you with instructions for retrieving messages and or emails if needed. If you are unable to work from home or be present in the office, then please inform your Supervisor and normal time off requests will apply.