



In light of the extraordinary and serious nature of the COVID-19 (novel coronavirus) and its expanding impact, and in the interest of the health and safety of District employees and Lake County residents as a whole, the District is temporarily implementing a work from home policy. This is based on the employees working from home to limit exposure of the District employees as well as residents. This is made possible in part by the fact that many of the duties of the District employees can be performed from home. In providing this flexibility, it is also important to continue to fulfill those responsibilities which we currently have. In that regard, the following is provided as a general framework within which we will be operating:

1. Employees will continue to work from home each day from 8 am to 4 pm.
2. Each employee will check in with their Supervisor 2 times a day, at the beginning and end of each work day.
3. Each employee will be available for contact and be "on call" should an employee's physical presence at a location other than home be necessary in the performance of his/her duties.
4. This is not vacation or personal time. Travel should not occur while this work at home policy is in place. This privilege of being able to work from home is based upon each employee's performance of their duties and their presence at their home.
5. Please heed medical advice and directives from your personal physicians; Federal, state, and local medical professionals; Center for Disease Control; Indiana state and local agencies; and other applicable qualified entities. Above all, be safe.
6. This policy is in effect from Wednesday, March 18, 2020 through Friday, March 27, 2020. Employees are expected to be back at the District office at 8:00 am on Monday, March 30, 2020.

This is based on the information and circumstances currently known. We will provide you with additional information as we become aware. We appreciate your cooperation in this matter.