



## Dane's Desk

Contract Update

11/24/2020

Dear Site Operations Support Services Employees,

The purpose of this memo is to provide you the latest information on our plans for COVID-19 precautions through the holidays. DOE has requested an operational “pause” from Thanksgiving Day through January 15<sup>th</sup> due to the spike in COVID-19 cases across the country and a realization that families and friends will be gathering to celebrate the holidays. Please understand this is not a step back to “minimal safe operations” status that NETL implemented back in April 2020, but rather a plan to continue to operate, maintain and clean with the smallest staffing footprint reasonable during this period. Our management team will be developing this plan over the next several days, and we will communicate it to you once it has been approved by our DOE customer.

This does mean that those who can telework effectively will be asked to do so. I want to remind those who are assigned telework that they must be available during normal business hours and you may be requested to report to the site, and are expected to report, as emerging needs arise. Those who are not available during normal business hours are expected to be on approved PTO or other approved leave through our HR department (FFCRA, LTD, STD, ETC.)

Finally, DOE has indicated they will advise us of those services that we are to continue to support with full staffing, so all labor categories will most likely not be affected. We will communicate the final plan once we have the approval.

Please note that the current COVID-19 screening and on-site protocols will continue to be in effect during this period.

Please direct questions to your supervisors or Valerie Whetzel.

Sincerely,

Dane Anderson  
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