

**For the week beginning January 11**, all telework staff should continue to work from home as directed. MIS staff should remain home ready to report as directed. Some MIS desktop staff will need to report to Chelsea and they will be contacted directly. CNY remains closed except for scheduled work. All western, Chelsea, and Deer Island operations/OCC staff report as normal. All A/B designated staff shall report to work as follows:

Southborough, Marlborough Maintenance Facility, and Deer Island B-list staff shall report to work at 6:30 AM; A-list staff shall report to work at 7:00 AM. Barre Shaft 8, lower garage, and Norumbega Reservoir staff shall report at 7:00 AM as directed. TRAC Sampling and Inspection staff, ENQUAL Water staff and Lab staff shall report as directed. They will be contacted directly with reporting schedules.

Chelsea equipment maintenance staff and SCADA staff will either remote report or report to Chelsea as directed. They will be contacted directly for their assigned reporting location. All Chelsea maintenance B-list staff directed to report to Chelsea shall report at 6:30 AM; A-list staff shall report at 7:00 AM. All remote report staff shall report to their assigned locations at 7:00 AM.

We continue to ask that you follow public health guidelines and employee social and physical distancing to protect yourselves and others whether at work or out in public, including wearing surgical, cloth or dust masks, maintaining clean surfaces, and washing your hands frequently with soap and warm water. It is critically important that you not come into work and that you notify us or your supervisor if you or anyone in your household has symptoms or is ill.