

MEMORANDUM

Date: July 19, 2021
To: All NCE Employees
From: Margot Yapp
Subject: NCE Transition – Re-Opening July 19th 2021

Welcome back!

As we discussed during our staff meeting last week, today marks the first day for most of our staff to come back to the office. After 16 months of working mostly from home, this is an important milestone, and hopefully, is the beginning of our return to normalcy.

When the Richmond staff was ordered to go home on Monday, March 16th, 2020, I sent an email out to all of you that evening, and ended with this paragraph:

Tonight, I can't predict all the events that will occur in the next 3 weeks or 3 months, but I am very certain about one thing. I am confident that we will all be working together through this national/global crisis, and we will rise to the challenge.

To that end, I am very pleased to say that we, collectively, did work hard together and we did indeed rise to the challenge. We were able to keep our staff safe and healthy, and NCE is well positioned for success through 2021 and beyond. For that, I have to thank you all.

Today, we are in a much different environment than just 6 months ago. We are in a safer place, (although the pandemic is not over) so much so that I and the Navigating Forward Committee, under Angie Hueftle's leadership, are comfortable with moving back to the office. In a people-centered business such as ours, that face to face interaction has become increasingly more important to our clients, our colleagues and team members and will be critical to ensuring the quality of our work. All around the country, businesses have re-opened, and many of our clients have moved back to offices, albeit with some changes.

Those changes include revised COVID protocols that reflect the new guidance from both CalOSHA and Nevada OSHA (as well as the CDC). We discussed most of this at the staff meeting, and they are attached for your information. The next 6 weeks will be a transition for everyone to come back to the office; **NCE will officially resume normal operations on September 7th, 2021** when we are asking staff to be back in the office with established work schedules. During this transition, please make sure you communicate with your supervisor to develop an office schedule that works for you, your colleagues, and our client/project commitments.

I look forward to seeing all of you, and to the resumption of Taco Tuesdays and Bagel Thursdays! And maybe even cake once in a while.

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