



## Phase II Return to Work message to the workforce from

**COL Krista Hoffman, DLA Europe & Africa commander**

**12 June 2020**

Team,

Thank you again for all you do to keep supporting our warfighters, while we also continuing to move forward in our Return to Work Plan. The teams at Distribution and Disposition are ahead of the game, returning to work as needed to meet their respective missions. And our teammates at other locations have returned to work in synch with the Commands they support.

At Kleber, we entered Phase 1 of the plan June 1, with 25% of our workforce returning. Since then, we have met the necessary conditions to move to Phase 2 on Monday, June 15, when we will have 50% of our workforce return to work. We will also be continuing the Red/Blue team alternating approach in multi-person workspaces, increasing personnel to no more than 50%.

Like the first phase, employees returning during Phase 2 will train on the best safety practices in the workplace, as well as the protocols for your specific areas. Each workplace will boost their inventory of PPE and supplies needed to maintain a safe work environment to account for the increase in employees. When you return, you will see posters, sanitization stations, and supplies strategically positioned to maximize availability and visibility. We will continue to re-evaluate our RTW progress every week. We will proceed to the next phase or regress to the previous phase based on local COVID conditions. If we continue to progress, Kleber employees will enter the next phases as follows:

- Phase 3 – June 27 (75% return)
- Phase 4 – July 13 (100% return)

My requests of you remain the same from my last RTW message:

- For those who have employees in areas outside of our Kleber quad, please check in with your folks to ensure they have what they need to feel safe and maintain hygiene and distancing protocols. If not, I ask that you get involved and speak with their respective hosts to improve the situation. My team can also assist with this if needed.
- Be aware of how folks feel about coming back to work and take appropriate actions – most times it's simply talking to folks or listening. Some folks may be downright scared coming back, while others may be very lax. Bottom line – please make sure all are comfortable and have what they need.
- Know your special populations (high risk and those with childcare requirements). First-line supervisors should be all over this – communication is key.

Please visit the DLA E&A RTW website at <https://www.dla.mil/EuropeandAfrica/RTW/> for more information. While your supervisors are your first go-to for information, you can also send questions and concerns to [DLAEARTW@dla.mil](mailto:DLAEARTW@dla.mil).

Again, thank you for your hard work to support the warfighter while also staying safe. Thank you for your patience and flexibility. We must remain vigilant, practice social distancing, and maintain good hygiene.

Sincerely, COL Hoffman