



**Message to the workforce from  
COL Krista Hoffman, DLA Europe & Africa commander**

**21 May 2020**

Team,

As I've said before, thank you for your dedicated efforts in supporting our warfighters during this uniquely challenging time. I am so proud of how you all have maintained your focus while adapting to constant changes as part of the COVID-19 response. As the world around us slowly opens back up, it's also time for the DLA Europe & Africa team to gradually and safely return to work. Our reconstitution team, with representatives from E&A MSCs and J/D codes, has been working hard over the past few weeks on a thorough plan. That plan has been approved by Major General Day, the DLA J3. In the next few days, we will share those details with you, as well as the DLA E&A COVID Safe Work Playbook, a comprehensive resource that will help guide our return to work. Many of us have been teleworking since March and we will return to a completely different work environment. I ask for your continued patience, flexibility, and understanding as we all adjust. The protocols will vary among MSCs, divisions, and teams-- all tailored to various locations and workspaces. Your cooperation and constant communication with your teammates will be key to keeping us safe. Please understand that our plan will no doubt change as our Nation, DoD, host installations, and host countries refine their own COVID plans.

**Return to Work Plan**

Our Return to Work Plan consists of a phased approach. We are in the process of transitioning from Phase 0 (maximum telework) to Phase 1. We will proceed to the next phase or regress to the previous phase based on local COVID conditions. Our progression will also be aligned with our host nations, host installations, and consistent with EUCOM and AFRICOM policy. We will reevaluate our work conditions every 7 days.

In Phase 1, 25% of employees will return to the workplace. A limited number of mission essential employees will return May 26, after this upcoming holiday weekend. The remainder of the initial 25% will return June 1. During Phase 2, up to 50% of the workforce will return by the end of June, with full return to work by the end of July. We will continually reassess movements to the next phase to ensure the safety of our workforce.

**Preparing to Return**

The rest of the leadership team and I will share more details about this plan in the coming days in preparation for our return to work. In fact, the amount of information may seem overwhelming. But know that it is part of a deliberate, cautious approach to ensure we accomplish our mission while returning to work as safely as possible.

Before returning to work, every employee will take training on the safety protocols for their workplace. Each workplace will keep the inventory of supplies needed to maintain a safe environment, including masks, gloves (if required), hand sanitizer, disinfectant, etc. We will consider office layouts and the use of common areas to ensure that we can adequately social distance in the workplace. For now, and subject to OPM and DOD guidance, those employees that have health factors that make them high-risk

or have childcare challenges will remain in a telework status. This should be discussed with first-line supervisors.

The Safe Work Playbook features protocols on social distancing, PPE, disinfecting measures, daily/routine cleaning checklists, employee screening, best practices for meetings, customer service interactions, visitors and a plan for COVID exposure. And the Playbook will be updated as we move forward in our phased Return to Work Plan. The Playbook and numerous other resources will be available for your easy reference on a dedicated place on the DLA E&A website, which we will also share soon. The website will feature the region's overall Return to Work guidance as well as localized workplace information. Your supervisor is your primary source for information, and you should go to him/her first if you have any questions or concerns. However, you can also share your questions and comments by emailing them to [DLAEARTW@dla.mil](mailto:DLAEARTW@dla.mil). We will publish a list of Q&As on our website.

Again, I'm proud of everyone's hard work to continue supporting the warfighter while also staying safe. Thank you for your patience and flexibility. We must remain vigilant, practice social distancing, and maintain good hygiene. Keep washing your hands often!

Stay safe—stay well—stay focused.

Sincerely, COL Hoffman