

Sent: Friday, February 11, 2022 8:58 AM

Subject: Update on remote work, admin campuses

Medical Director,
HR & Compliance

VP and CFO,
Finance and Strategy

Dear WPMG admin colleagues,

In yesterday's "KP News" email, Christian Meisner, KFHP's chief HR officer, [provided an update](#) on reopening administrative campuses. WPMG uses this national guidance to inform remote work practices and procedures for our administrative staff.

We encourage your review. Here are a few key points we want to call your attention to:

- After close consultation with our infectious disease experts, KP is shifting our approach to reopening our administrative buildings. Rather than setting a specific return date for our administrative workforce, employees who are currently working remotely will continue to do so until further notice.
- Administrative employees who are currently working remotely but whose role will require them to return to an administrative space on a regular basis in the future will receive extensive advance notice before being asked to return. Please note that while the article mentions 60 days' notice, WPMG reserves the right to set our own advance notice and it will be *at least* 60 days, if not more.
- New programs and resources are being developed for our administrative employees working in a remote environment, including training to help cultivate inclusive teams, additional ergonomic support, provisions and equipment for home workspaces, self-care tools, and more. We look forward to sharing more information with our WPMG teams as those become available.
- To ensure input is gathered from all parts of the organization, Kaiser Permanente has created a cross-functional group, the Future Ways of Working (FWOW) Team, charged with building our enterprise approach to flexible and remote work. ((name removed)) serves as our representative on "FWOW."

For now, continue your current work arrangements as communicated by your supervisor. Thank you for your continued flexibility as we adapt to changing conditions. Safety remains our number one priority and will guide the return to our offices, as always. Please let us or ((name removed)) know if you have any questions.

With sincere gratitude,