



CHIEF MANAGEMENT OFFICER
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WASHINGTON, DC 20301-9010

MEMORANDUM FOR THE PENTAGON RESERVATION WORKFORCE

JUN 10 2020

SUBJECT: Returning to Workspaces on the Pentagon Reservation Under Phase One

Effective June 15, 2020, we will transition to Phase 1 of the *Pentagon Reservation Plan for Resilience*. As you begin to return to your workspaces inside the Pentagon Reservation, I want to take an opportunity to tell you, "Welcome Back!"

Many of you have been away for months and returning to the various buildings may look and feel different. We have put in place a number of measures to support the Secretary of Defense's number one priority of protecting you, our DoD workforce, as well as your families. These measures include:

- The use of cloth face coverings inside the buildings is required when social distancing (6 feet) cannot be achieved.
- Asking you questions or taking your temperature when you enter the building.
- More frequent cleaning of the workspace.
- Continued closure of certain facilities, to include the Pentagon Athletic Center
- Gatherings will be limited to 10 persons or less.
- Workspace reconfiguration in areas of limited space.
- Common seating in our food service areas will remain unavailable with limited concessions options.
- Some entrances and some customer service offices, such as the Pentagon Pass Office, may have limited hours.

Please continue to monitor www.whs.mil for specific information on parking, entrance access, customer service, and other COVID-19 impacts to Pentagon Reservation operations.

These are just the first steps in our phased return to normal operations. Leaders and supervisors should have a plan specific for their organization on how and when their workforce is returning to workplaces in accordance with the Pentagon Reservation Resilience Plan. Please talk to your supervisor for what Phase One means for you.

While I am very glad to see the workforce begin to return, I ask one major thing of each of you. If you are sick, feel sick, or live with someone who is COVID positive or exhibiting symptoms, please do not come to the Pentagon Reservation. Stay home, contact your supervisor for guidance, and seek medical attention if needed. Additionally, please continue to follow good hygiene and social distancing practices, both at work and at home, including frequent hand washing.

Again, please continue to monitor www.whs.mil for the latest updates on Pentagon Reservation COVID-19 guidance. Thank you for keeping the Department's many missions on track during this ongoing pandemic. You continue to perform magnificently during unusual circumstances. And, while it may not look the same here as when you left, the Department's missions continue due to all the hard work that you have done. Rest assured we will gradually return to pre-COVID operations when it is safe to do so.

A handwritten signature in blue ink, appearing to read "Lisa W. Hershman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Lisa W. Hershman