

To All Lumin Staff,

In my email below, I promised more information later this week about reporting to work on Monday. Here it is!

Based on CDC recommendations, at this time, we are encouraging staff to work remotely. You continue to be responsible for fulfilling your work tasks and responsibilities, as assigned by your supervisor. No staff members are required to come on site. Staff will continue to work their regular (or assigned) work hours. Knowing that your circumstances at home may be challenging, please contact your director if you need to request permission to adjust your work hours.

There are some specific job duties that can only be accomplished on campus. For that reason, **we are looking for people who are willing to offer to do some of the tasks that need to be done on the East Dallas campuses; Lumin Bachman Lake is covered. Some work on campus will include, such as making copies, assembling learning packets for students, and helping to distribute food to families.** Please let your director know if you are willing to offer to do on-campus tasks.

NOTE: There will be a separate email regarding volunteers for the Lumin East Dallas and Lindsley Park School Nutrition program coming out later this afternoon.

We understand that your circumstances at home may be challenging. Some staff have expressed a preference to work on site. If you choose to come on site, please remember the following:

1. You must follow Lumin's Health Safety Protocols (see the list below my signature)
2. You may not bring children with you to campus.
3. Our Lumin Bachman Lake campus is closed.
4. At Lumin East Dallas and Lindsley Park Community School campuses:
 - a. Monday, March 23 and Tuesday, March 24 – Anyone is welcome to come and go to their classroom or workspace to gather needed at-home materials. In addition, please come and take home any classroom pets or plants on these days. If you need to empty the refrigerator, please do so on these days as well.
 - b. **Starting Wednesday, March 25, all areas are closed other than the areas listed below.** If you have a need to enter anywhere other than the areas listed below, you must coordinate with your Director prior to access. **You must reserve these areas in advance** through your Outlook calendar or through your director. This is for the health and safety of all staff. The rooms listed below will be cleaned and disinfected daily, but other areas will not be addressed. The following are the only areas available on Lumin campuses.
 - i. Lumin Lindsley Park – 2nd floor of Hamon building and Administrative office building (the building where Becki offices)
 - ii. Lumin East Dallas – Administrative office building (the building where Sylvie offices) and 918 Conference Room
 - iii. Lumin Bachman Lake – No buildings are accessible
 - iv. Lumin East Dallas and Lindsley Park – Nutrition program staff only will use the nutrition kitchens

Unless your director has already communicated with you about expectations for working remotely, we will provide information later today or this weekend or on Monday regarding Lumin standards and expectations for working at home.

As a community, we are traveling together into new, unknown territory. We know that some of our families are in desperate circumstances. Others are dealing with highly difficult situations at home. We are their connection to a larger community that cares deeply about their welfare and their children's education.

We have a 42-year track record of successfully taking on new challenges. We recognize that each of us (myself included!) will make mistakes. Our philosophy is "Making mistakes means that you are doing challenging work." We embrace mistakes and Assume Good Intent when others make mistakes. We see mistakes as an opportunity to learn and invite children, parents, and staff to develop a friendly relationship with error.

As we move forward, we will hold each other accountable for practicing our core values (see attached), including learning together and creating a compassionate community. I am grateful for your hard work and dedication.

The word "Lumin" comes from the word illuminate, and you are that light.

Shine on!



Terry N. Ford

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