

Team,

Please read the below email in its entirety.

BLUF: Effective immediately, TPG is following the advice of our national health leaders and closing its physical office until further notice and asking that all employees work from home. We are also recommending as a matter of social responsibility that our team self-isolate in their homes and not interact physically with others outside your family for at least the next seven days (likely the next fourteen) so that we can slow the spread in our community and ensure our healthcare facilities have the best chance they can to protect our vulnerable populations.

Based upon what we have seen and heard in the last 48 hours, it is becoming clear to us that rigorous social distancing is the best and most responsible way to protect our team members and community. For a great article which explains why we feel this is the socially and morally responsible thing to do, [please go here](#). We are asking our team to work remotely for at least the next 14 days, after which we will re-assess the situation. We will continue with our plan to have daily stand-ups, beginning tomorrow morning, as well as our regularly scheduled team meetings via Microsoft Teams.

Picking Up Your Things. If you need to get things from the office, please do so today or Monday and do not re-enter the office after Monday. We will be cleaning the office Tuesday or Wednesday. If you need to access the office after this date, please clear it with the ELT.

Remote Work. All of the items from this morning's emails related to working remotely still apply.

Client Work: **Please wait to contact clients with this news until after our stand-up tomorrow. We will be walking through our strategy for communicating this to clients (and supporting them virtually) in the morning.**

Public Classes: We are continuing to follow the same plan related to public classes as we reviewed Friday (and which is summarized in this morning's email.)

Escalation. Please follow the same escalation principles outlined in this morning's email.

Social Responsibility. To protect our community and reduce the length of time our city is impacted, please consider remaining isolated for the next 14 days. Even if you are asymptomatic, it is now understood that you are still capable of catching and spreading COVID19 to others. While it is fine to be outdoors, try to keep six feet away from those who do not live with you. Please consider not shopping, going to restaurants, bars, or other places where people congregate. Children sleeping over with other families is another way this can spread, so please consider keeping your kids at home.

The goal is not to contain the disease—the goal is to slow its spread (“Flatten the Curve”) so that hospitals can adequately treat everyone who requires ICU care, when they need it.

Helping Others. If you identify needs in the community that the TPG team can help with, or if you need the help of our team yourself, please reach out. This is a time to help each other!

Stay Awesome, Stay Weird. It's still really important that we connect with each other on a human and FUN level during this time. Text each other, call each other, use video chat whenever possible, send each other ridiculous memes...our culture is strong, and it isn't constrained to a building. ;o)

Stay well,
Sara