



Dear Colleagues,

After two years, we are on the brink of welcoming all employees to our new hybrid work environment with increased flexibilities. To those of you who have been coming to the office throughout the pandemic, we appreciate you! To those of you who have been working remotely, you have been missed, and our facilities across all EPA locations are ready for you to return. COVID isn't done with us and may never be completely; however, we can see the light at the end of the tunnel. Meanwhile, we are continuing to track cases and take sensible precautions because your health and safety remain our top priority.

Over the past several months, EPA employees who have been working at home for the last two years have started transitioning to their new work schedules, including time back in our physical offices. We have learned a thing or two about offices that have mostly sat empty for two years, and it's been useful to have people in to kick the tires a bit. For example, the clocks all need new batteries! Our facilities staff have been hard at work checking our buildings to ensure repairs are made, and the IT staff have been checking printers, video equipment and other technology.

As reentry continues, I want you to hear from your colleagues — in their own words — about how their transition back to the office is going. Please send me a selfie video to share how your transition is going to staffquestions@epa.gov. You can express your enthusiasm, share your concerns, or provide some helpful advice to your colleagues. Let's help each other as we work through this transition together. There are instructions at the end of this message to assist you in submitting your 15 second video clip by Tuesday, April 19.

If you have any questions at all during the transition, please don't hesitate to talk to your supervisor or email futureofwork@epa.gov.

Everyone will need time to adjust to their new normal. There are so many mixed emotions out there, so let's work together to take care of ourselves and each other.

Janet McCabe
Deputy Assistant Administrator

Call for Video Message Instructions

Please adhere to the following guidelines and [Smartphone settings](#):

- I. In the setting menu, go to camera:
 - Format – most compatible
 - Record video – 1080p HD at 30fps
- II. Keep your answer under 15 seconds
- III. Introduce yourself (name and office)
- IV. You can answer one question from the following list:
 - If you've already been back in the office what is something you wish you knew before you returned?
 - If you've been back to the office in the past 6 months, share a story about your experience.
 - What's one thing you are looking forward to as you return to the office?
 - Share a piece of advice for being back in the office.
 - What excites you about the benefits of our new hybrid work environment?
- V. Additional information:
 - To participate, you must be an EPA employee. *Sorry, we cannot accept submissions from SEEs, interns, fellows, and other contractors.*
 - Please note that by submitting your video(s), you are giving us the right to use it for agency internal and external communications purposes, such as in the newsletter, on the agency intranet, in internal videos, internal presentations, and on agency internet sites, social media posts, and other externally focused agency content.
 - **Please submit to:** staffquestions@epa.gov.