



**New York State Teachers' Retirement System**

10 Corporate Woods Drive  
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NYSTRS.org

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June 29, 2020

Colleagues:

As previously communicated, we will proceed with opening the building to additional team members in phases. Executives and Management team members who have expressed an interest to be among the first group to return to Corporate Woods will constitute NYSTRS Phase 1.

NYSTRS Phase 1 team members will report to work beginning on July 29, 2020. For all others, the current work arrangement will remain in effect until at least September 8, 2020.

Team members who indicated that they would be interested in returning to the building in the survey conducted at the end of May will be the next group returning to the building after Labor Day. This group constitutes NYSTRS Phase 2.

By the end of this week, we will send you an employee handbook that contains the most up to date COVID-19 related building safety enhancements and personal conduct protocols. We will provide future updates to the handbook as necessary.

As we continue to monitor fluid CDC and State of New York guidance on COVID-19, the timeline for returning to work at Corporate Woods may change as new information becomes available.

I appreciate your continued dedication to our members and to each other.