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For Immediate Release

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GEFI Building Update – May 26, 2014

Below is a status update for you today as various Department of Administration (DOA), Department of Workforce Development (DWD), and Department of Children and Families (DCF) staff worked last week and throughout the weekend in preparation of Tuesday and the weeks ahead while the GEFI building is closed.

- **Both DWD and DCF have indicated that all employees will be back in work status on Tuesday.** Some employees may continue to work from home for a while longer, while others will be working from an alternate location as indicated Friday.
- As noted previously, we had asked DWD and DCF staff to identify files that will be crucial to their work functions in the weeks ahead. All materials are all being cleaned before they are being distributed back to employees, and those items most critical to continue work functions are being retrieved first. **More than 2,000 boxes marked CRITICAL have been cleaned so far.** DOA has already delivered 400 boxes, and the other 1,600 are expected to be delivered to the alternate sites tomorrow. Cleaning will continue until all boxes marked CRITICAL have been cleaned and delivered.
- As staff relocate to their alternate work locations, we know that some employees will be located in initial work spaces that may not be optimal, and we'll address those situations as quickly as possible. We are working to get all necessary furniture, equipment, telephone lines and network connections to multiple sites. Those items most critical to continue work functions are being retrieved or supplied first. We have asked employees to wear or bring casual clothes with them on Tuesday, May 27. While many of them may be up and running at their alternate worksite, not all sites are finished because we have been focusing on the equipment, IT, and critical work files needs first. Staff may be able to assist with unpacking supplies at their new location, or boxing personal and work items in the GEFI building.
- We have asked staff to notify their supervisor or manager about the supplies, materials or equipment they need so that DOA Facilities Management we can continue to monitor and roll-out needed resources.
- Throughout the closure, both DWD and DCF have continued to operate all their online services as normal. All of DWD's non-GEF1 locations have continued to operate normally, including the Unemployment Insurance Call Centers and Wisconsin Job Service centers. All of the services that DCF performs for its partners in counties throughout Wisconsin have also continued to operate without disruption.

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