



March 27, 2020

To all our Community Action Staff:

As most of you know this week was a very challenging week. New information and guidelines continue to occur daily. It is so amazing how everyone is pitching in and being flexible as we try to sort out all of the information that is coming into the agency.

Because we still have some unsettled issues with funders and information coming from the Government, we are continuing with the policy for paying for scheduled hours for this next week. The Executive Board voted to continue the waiver for another week of being paid regular hours and benefits so all staff will receive their regular pay hours for the week of Monday 3/30/20 through Friday, 4/03/20. Although you may be at home, staff are to be available during their regularly scheduled work hours. Since you are being paid for this time you are not to have any other employment during these hours. This means no one needs to apply for unemployment at this time.

Many staff are being required to work remotely according to specific program needs and expectations, your Director/Supervisor will communicate this to you. To be in compliance with a 100% non-essential work force reduction directive, most of the buildings are completely closed with only 1 or 2 staff working minimal hours (for ex. CATS/Holley Center). Staff are not to be working on site unless previously approved by your Director. If it is necessary for you to temporarily be at a site, then time of arrival and departure are to be recorded and given to your supervisor. A person has also been assigned to check each building 3x's per week to ensure no criminal activity has taken place and the buildings are in good repair and secure.

Take care of yourself and your family, continue to use social distancing of 6 feet, do hand washing and sanitizing! We appreciate all of you and all you are doing to support staff and the community. Don't forget to stay in touch with your supervisor and remember to check the agency website. The Directors and Executive Committee members, Bruce and Ronnie will meet next Thursday and will discuss future plans moving forward.

Kind regards,

Veronica Barhite, *Board Chair*