



April 2, 2020

To all our Community Action Staff:

Hello all,

We are touching base with all of you after yet another weekly Director's meeting. We continue to see so many amazing things happening at Community Action. Some information is being shared on our agency website and FaceBook page and in the staff newsletter. We will continue to share any information that we receive on a weekly basis, more often if needed.

The Executive Committee has approved to provide another extension of pay and benefits waiver to all staff, while Community Action applies for a Payroll Protection Loan. We will implement and cover next week's paid regularly scheduled hours. Our plan is to operate week to week until we are sure that the Payroll Protection Loan is approved. Please continue to record your time, swipe in and out when on site (for tracking purposes). It is important that we know who is on site, where and when in order to be compliant with our funders and DOH- document everything!!

**A reminder:** You are still employed and while at home you need to be available during work hours and not obtain other employment during your Community Action work hours. In addition, you should not be applying for unemployment benefits. You are honor bound to not double dip and this would be cause for termination.

We Know that you may have concerns and questions about the future. We are making decisions based on information that we receive as soon as possible. As you know, some things continue to change day by day. Do you know that NOVEL CORONA-19 means new and we are all in this together?

We are asking all of you to be safe and keep others safe by following social distancing (6 feet apart) hand washing with soap and water, hand sanitizing and covering your cough and/or sneeze. If you are using a mask please ensure you are putting the mask on properly, tightly to your face. A homemade mask of cotton or a bandana can be used. Please follow the Orleans County Health Dept. guidelines. This includes: 1-quarantine yourself for 14 if you have been exposed, 2-contact anyone you may have been in contact with, 3- if you have a question or an

issue, contact your primary care physician. Questions about reporting to work or working from home should be directed to your supervisor.

In the middle of a crisis like this we all must change focus and shift our perspective. I am so proud of everyone here doing just that and being utilized in so many different ways in order to continue to fulfill our mission to help those in need.

Blessing to all,

Ronnie Barhite and the entire Board of Directors

Kind regards,

Veronica Barhite, *Board Chair*