

For Emergency Executive Committee meeting 3/16/2020

Steps already taken:

- All prior approved travel has been revoked except for necessary trips to financial institutions, stores for supplies, or our centers by management staff. Any travel not meeting that criteria will require my direct approval.
- Staff have been requested to inform me of their status as it relates to being in a high-risk group for the Covid-19 virus. This will be used to develop alternative staffing plans depending on need and direction from officials.
- Ordered cleaning of all counter tops, tabletops, and door handles no less than every two hours.
- Placing signs on the door encouraging the public not to enter if they have symptoms.
- Placing signs in the centers and using social media to encourage the public to interact with us online.
- Placing information in the centers from the Florida Department of Health/CDC about the situation. Also using social media for this message.
- Some staff will be allowed to work from home or be segregated to areas not normally open to the public to lessen exposure.

Requested action from the Executive Committee

1. For all full-time staff allow leave with pay and no reduction to PTO/Leave for the following:
 - a. Time taken to get tested for the virus.
 - b. Anyone while required to be quarantined and unable to work from home.
 - c. Anyone staying home with a person required to be quarantined and unable to work from home.
2. For all part-time hourly staff allow the following:
 - a. Items "a", "b", and "c" above with pay provided only for those hours the individual is scheduled to work during a normal work week.
 - b. An ability to move the worker to work additional hours as needed if willing and able. Any additional hours would not be used to calculate a normal work week for item "2 a." above.
3. Open the centers to the public only between the hours of 8 am until noon.
 - a. Staff would still work normal hours.
 - b. Staff can work directly with clients and set-up appointments in the centers for any time of the day.
4. Provide Waiver with good cause for all mandatory cases.
5. Give the Executive Director, with the permission of the Chair or the Vice-Chair if the Chair is unavailable, authority to take actions necessary to comply with federal, state, or local directives or deemed necessary to protect the public and staff.