To: All CEO Staff

From: Sue Rosa, Vice President/CAO

Re: Covid-19 (Programming update)

Date: March 26, 2020

It is my hope that everyone is fairing well during this time of great uncertainty. The past week has been a busy time for the leadership team and essential staff who has continued to work daily to help redesign our agency service model to support the individuals and families requiring help from the food panty, emergency services and the WIC program during this pandemic. We have also been working to identify non-traditional ways to continue services to the children, families and seniors supported by our programs daily. The commitment and selfless efforts by many staff during this time has been truly inspiring. We thank you for all your help!

At this time we don’t know how long it will be until normal programming and responsibilities can be resumed, but our goal is to keep staff, children and families engaged throughout this period of time. Any employee deemed ‘Essential staff” during this pandemic will continue to follow the established work schedule and assigned responsibilities. All other staff will be considered to be “working remotely” to complete assigned work. All regular staff working during this period of time will continue to receive their normal wages and benefits while the current NYS Executive Orders remain in place, unless otherwise directed or prohibited by the specified funding source.

We understand that working remotely will look differently based on your position, but everyone is expected to be accountable for any work or projects assigned. **We ask that you monitor your email or established method of communication daily for relevant updates or to provide a status of your work assignments.** All projects or work assigned will continue to be in support of your program or position and should be completed in a manner that is most appropriate with the assistance of technology, innovation and a little creativity.

Throughout this period of temporary closure, the official hours of operation for all of CEO services will be 10am-2pm daily. We ask that staff complete assignments and be available to perform assigned duties during these hours, which include email communication, conference calls, webinar trainings, etc. unless an alternative schedule is assigned or approved by your Director. If you are unavailable for personal reasons while working onsite or remotely during any part of the day or week, you will be required to utilize leave time to account for the absence.

Please continue to follow all Covid-19 guidance that will help us all overcome this public health crisis! I look forward to everyone’s safe return to work in the near future. Stay Healthy!