



Administrative Offices

1355 Third Avenue
Chula Vista, CA 91911
(619) 426-3595

Child Development

800 W. Los Vallecitos Boulevard
San Marcos, CA 92069
(760) 471-4210

www.MAACproject.org

March 18, 2020

RE: MAAC Staff & Operations Impacts - COVID-19 Pandemic Update

Dear MAAC Familia,

In the emails I sent on Friday, March 13 and Monday, March 16, I committed to staying in communication with you as more information becomes available, and as the context that we work in continues to evolve. In that spirit, I am sending you this update.

We continue to monitor developments hour-by-hour, as well as communicate with public health officials and government representatives. Over the last two days, the Executive Team and I have been in conversation with our funding sources and analyzing our programmatic needs and financial capacity. Based on this, we have updated our operational plan, staffing patterns and leave policies, as follows. These changes are effective today, March 18, 2020.

General Operations

Programs and services continue on reduced and/or suspended operations through April 5, 2020.

As a mission-focused organization that serves the most vulnerable communities in San Diego, we may be called upon to provide additional services in this time of growing need. If you are willing to make yourself available to participate in opportunities to serve the community as they arise, please let your supervisor know so that we can call upon you, as needed.

Essential and Non-Essential Staffing

Your supervisor should have already communicated with you regarding your status. If you are still unsure about whether you need to report to your worksite, please contact your supervisor ASAP.

Our projected staffing patterns may change in response to funding guidelines and evolving community circumstances. We ask that you check in with your supervisor by phone every other day (Monday, Wednesday and Friday) to receive updates about any changes in your work status. Please also monitor your phone calls, as your supervisor or another MAAC

representative may call you if your work status changes. We may request that you return to work for limited hours, or even full time, as staffing needs are reassessed.

The health and safety of our staff continues to be a top priority. For those that have been classified as essential staff, when possible, we will make accommodations to allow you to work remotely. We urge staff members who have been asked to report to their worksites to continue adhering to social distancing recommendations. We will make every effort to avail you of any special equipment or training required in this time. At no time will we knowingly place staff and/or participants in an unsafe or unhealthy work environment.

Leave Policy

MAAC has nearly 30 funding sources, each with different policies and requirements. As you can imagine, each funding source has had to change its guidelines in response to the unprecedented circumstances created by the COVID-19 crisis. Over the last three days, we've had multiple conversations with our funders about leave policies and work requirements. Some program funders are able to offer the resources for us to continue paying staff. We spent a lot of time analyzing our own financial capacity to continue paying staff across the organization in spite of the unforeseen gaps in our funding. Based on all of this, we have updated the leave policy.

You have already logged your timesheets to reflect regular time for March 16 -18. All staff will continue using regular time to be paid through April 5, 2020.

To be clear, staff who are on leave (non-essential staff) **WILL NOT USE SICK HOURS** to be paid during this period (March 19 - April 5). Instead, those hours will be available to you should you need them for personal or family health reasons.

If you have already donated sick leave hours, you can either request them back or leave them in the sick leave bank, as I anticipate some staff may need them in the coming months. Please send an email to our Human Resources Manager, Yvonne Reid-Hairston, YReid-Hairston@maacproject.org, to let us know of your intention.

While this stretches our organizational resources in unexpected ways, and some of these costs will not be reimbursed, we are making this commitment to you in order to minimize the health and economic impacts of this disruption from your normal work patterns.

For Child Development Program Staff Only

We are moving the MAAC CDP spring break back to the originally scheduled period of April 6 through April 10. You will be paid in accordance with our normal practices for spring break.



In full transparency, the COVID-19 pandemic may continue beyond the identified three-week period. We will reassess our procedures as we learn more. In the event our funding ceases and/or we are unable to continue paid leave, we may need to recall you to work, resort to unpaid leave and/or layoffs. This may vary depending on the funding source through which you are paid and will be done in accordance with our labor contracts. We will work with MCCSEA and SEIU to discuss the impacts to staff, should reduced operations extend beyond April 5, 2020. We will stay in communication about our operational requirements as conditions continue to evolve.

As a reminder, per CDC guidelines, if you are sick, please stay home. If you are positively diagnosed with COVID-19, or come into contact with anyone that has been positively diagnosed, please self-quarantine, follow guidance provided by your physician and/or public health officials and contact MAAC Human Resources immediately. We remain focused on keeping our staff and participants safe and well-informed while doing what we can to help minimize the potential spread of the Coronavirus.

I want to thank each one of you for the important roles you are all playing, at work and in our community at large. During these turbulent times, people are turning to us for calmed and reasoned leadership; thank you for providing that to them. I am proud that we can come together when we are called upon and provide the highest level of service to the families we serve while protecting the health and safety of our team.

If you have any questions, please contact your immediate supervisor. And, please, take care of yourselves.

Sinceramente,

