



**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](http://www.MAACproject.org)

March 22, 2020

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

Dear MAAC Familia,

I hope you are doing as well as can be expected during these unsettling times.

As I shared with you in the first of my emails resulting from the Coronavirus outbreak, I am committed to staying in communication with you as our organizational policies continue to evolve in response to the COVID-19 pandemic. This email is a follow up to the information I provided late last week and is intended to update you on the current status of our work.

**As a result of the Stay at Home order issued by Governor Newsom on March 19, 2020, most MAAC offices will be closed tomorrow, March 23, 2020 and will remain closed until further notice.**

**This by no means implies that MAAC's work stops.**

In fact, several of our programs are exempted from the Stay at Home order. Our recovery homes, Casa de Milagros and Nosotros, will remain open; foodbank services, led by our STEP Center teams and property management staff, will proceed as scheduled; our property management and facilities teams will continue working at our affordable housing communities with an alternate staffing plan; and some of our Child Development Program team may report to their work sites on a limited basis, to provide nutrition services and fulfill other funding requirements. Beyond this, staff members who are considered essential and can work remotely will be asked to do so.

The health and safety of our staff continues to be a top priority. Be assured that, at no time, will we knowingly place staff and/or participants in an unsafe environment. When possible, we will make accommodations to allow you to work remotely. We urge staff members who have been asked to report to their work sites to continue adhering to social distancing recommendations and identify any special equipment or training you feel is needed to assure your well-being at this time.

Please stay in communication with your immediate supervisors to receive more information about your specific work responsibilities. In a previous email, I asked 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 and/or work responsibilities; that request remains in place. In addition, be mindful of monitoring your phone calls, as your supervisor or another MAAC representative may call you if your work status changes. We may request specific assignments as they come up for limited hours, or even full time, as staffing needs are reassessed. As you know, public health guidelines, the context in which we work and our funding requirements are evolving daily; our staffing needs change accordingly.

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.

Continuing with full transparency, the COVID-19 pandemic may continue beyond the identified three-week period (ending on April 5) during which we have committed to pay all staff, regardless of their work status. 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.

In these unsettling times, I continue to be grateful for each one of you and for the important roles you are all playing, at work and in our community at large. When this crisis ends, there will be an even bigger demand for MAAC's services. I know that we will be able to band together, just as we are doing now, to serve our community in their time of greatest need.

Thank you for your passion, dedication and fortitude.

Sinceramente,

