

#### Staff Guidance:

We understand this is a time of great uncertainty, with the situation changing rapidly from hour to hour. We are making every effort to get information to you as rapidly as possible, while ensuring it is accurate. We appreciate the flexibility that many of you have shown and your willingness to work with people in new and unfamiliar settings.

As we communicated, staff from closed programs will be reassigned. The rate of pay will be either the base rate of the program or your current rate; whichever is higher. Shift differentials will also apply.

Yesterday evening we distributed lists of open/available shifts in our residential program. This is our highest priority program for staffing. We ask that all staff from closed programs sign up for ongoing shifts at a specific residence. This will limit exposure risk to all concerned. All staff working in programs affected by closures or partial closures should sign up with their supervisor who will communicate this to the appropriate residential PD.

Day program staff will be deployed to residential sites to provide day programming where possible. Where this is not possible, they will be asked to volunteer for available shifts. We hope that by close of business tomorrow all available shifts will have been filled by volunteers. If we are unable to do so with volunteer, staff who do not have shift assignments will receive them from their supervisor.

#### **We will allow all staff to request use of benefit time with the following understanding:**

- Approval will only be granted for staff to use benefit time after residential shifts are fully covered.
- Approval will be granted based on seniority (length of service)
- Approval will be granted on a week by week basis as we consistently re-evaluate staffing needs in a changing situation.
- **No approvals for use of accrued time will be provided prior to Friday 3/20/2020**
- The above will apply to education staff if the schools are still closed when they return from break on 3/30/2020

Administrative and support roles will be able to sign up for residential shifts if they choose. They will be provided with necessary trainings to support operations in residential. Certain positions will be required to continue to support program operations – this will be communicated to you by your supervisor. This may include reassignment to a department, reassignment of tasks within your current department, or other duties as the situation warrants.