

To: GSGLA Staff

Fr: GSGLA COVID-19 Response Team

Date: March 12, 2020

Re: Remote Workforce Plan for March 2020

With new developments from the national stage and our governor, as well as local expectations, the COVID-19 Response Team has developed a plan of action in accordance with leading practices regarding social distancing, self-quarantine, and working remotely.

We are vigilant, yet hopeful, and want to ensure that all precautions are being taken on your behalf, as well as that of our members. Please take a moment to read through this entire memo. If you have any questions, connect with your supervisor. We will be sending a notice to our members communicating the changes regarding our service delivery and events, following this memo.

Remote Work:

In order to prevent exposure, we will be shifting to a remote workforce Monday, March 16 to Tuesday, March 31, 2020. You must coordinate assignments and workplans with your supervisor. Staff who have **essential business functions** that require you to be onsite will be determined by your supervisor. Be sure to gather all hard copy documents/files that you will need to work successfully, as well as any computer hardware/accessories needed to work from home (an *IT Guidelines and FAQs* document will be distributed on Friday). Also, please review and sign the [GSGLA Remote Work Policy](#) and submit it to [HR Director Christy Hodson](#) by 4:00 p.m. on Tuesday, March 17.

As always, **non-exempt staff must record and detail work hours in Paycom daily** to be approved by supervisors. This includes recording your meal periods. Supervisors will have the discretion to determine other assignments outside your regular job duties in order to provide you with your regular work hours.

Staff whose job functions do not easily accommodate working from home will be assigned alternative work and will be asked to coordinate with their supervisor. Regular hourly staff in this category that do not receive alternative work assignments sufficient to fill regular hours, have the option to use sick or vacation time for the remaining balance in order to be paid at their expected rate. These hours must be categorized and reflected accordingly in Paycom daily entries.

Keep in mind, **the remote work strategy is expected to be temporary**. This is an interim solution to prevent exposure to COVID-19. As things progress, we will determine the most effective strategies for our organization and will communicate these to staff on a regular basis.

Fuze is available for remote meetings and conference calls. Information on how to use Fuze can be found on [SharePoint](#). You can also view the [Fuze help center](#). You are encouraged to use all available technology to continue your regular work. If you need IT assistance, TechMD is available via the IT icon on your computer or via (888) 883-2463, as usual.

Regular Business Operations:

There are business operations that must continue and require onsite attendance—even under these unique circumstances. We are developing a plan to handle mail/package delivery, retail operations, check runs, properties work, and other tasks that cannot be handled remotely.

Once the plan, processes, and procedures are finalized by directors, staff scheduled to work in the office will be assigned onsite hours through March 31, 2020. Procedure details are still being developed. If you have any immediate questions, please connect with your supervisor.

Payroll & Hiring:

- Overtime must continue to be pre-approved by your supervisor.
- Temporary staff should not be scheduled to work through March as all girl, volunteer, and other programs will be cancelled during this time.
- No new staff will be hired with a start date before April 15, 2020.
- Before making **offers** for open positions, e-mail HR Director Christy Hodson.

Council Events:

All council-led events are cancelled through April 2020, as per California state guidelines. All members will receive appropriate communications as needed.

Health and Wellness:

For many, the changes that COVID-19 has required has created feelings of being overwhelmed and anxious. [Cigna's Life Assistance Program](#) is a resource that can offer help. It is available every day, 24 hours a day at no cost to you (or family members) and is completely confidential. Connect with the program at (800) 538-3543 or via the website, www.cignalap.com.

If you have an illness/sickness, alert your supervisor and record sick time in Paycom as usual. Staff that impose self-quarantine because of international travel and *not* because of illness/sickness are expected to work regular hours and should follow remote work guidelines as above.

Next Steps:

The Council's COVID-19 Response Team, Executive Leadership Team and Senior Management Team will continue to meet regularly and communicate updates. This includes notifications to all staff, members, families and volunteers so that we have consistency in

messaging. Updates, including any extension of the remote work strategy and/or next steps will be communicated.

We remain committed to the health, welfare and safety of all staff, members, and the girls we proudly serve. Thank you for all that you are doing to keep our council strong and to by provide the highest level of support to our members. If you have any questions, please connect with your supervisor.

Thank you,

GSGLA COVID-19 Response Team

Theresa Edy-Kiene	Gerardo Castro	Jennifer Palmer
Denise Nowack	Anne Marie Hand	Megan Rich
Natalie Farrar Adams	Christy Hodson	Tina Kotin-Savitch
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