**[INSERT ORGANIZATION LOGO HERE]**

TO: Board of Directors or Executive Committee

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President & CEO or Executive Director

RE: Organizational Operations & Changes with COVID-19

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In light of the recommendations from the CDC, state health officials, and consultation of medical professionals on the front lines observing the impact of COVID-19, I have implemented a remote working plan for ***\_\_\_insert organization name here\_\_\_***’s staff.

The health and safety of our staff and their families are of the utmost importance. The goal is to maintain a continuity of service to our members, programs, and operations for the next fifteen days, while allowing staff to practice the recommended social distancing.

The remote working plan begins ***\_\_insert date here\_\_.*** The plan includes:

* Orientation of staff regarding remotely and actively working Monday through Friday
* Daily meetings via video conference to maintain team cohesion and being on the same page
* Halting of all staff travel and in-person meetings
* If a personal day is needed, staff will request PTO days per our current PTO allotment
* Using our web platform for chatting on program and project management
* Forwarding of phone lines to staff phones (myself for the first week)
* Having a staff member at the office 2-3 days a week
* Budgeting to pay for staff’s usage of their personal phones, but with our Google platform and video conferencing this might not be necessary. Staff have laptops with them.
* Having a staff member at the office on days we have major videoconferences to ensure we have higher broadband access and management of virtual programs
* Providing weekly updates to the Executive Committee of the work underway
* After 15 days, I will review the current facts to determine if continuation is needed.

All programs have been moved to virtual via our video conference system through ***\_\_identified time frame\_\_. \_\_List programs\_\_*** have been postponed. Our in-person programs in late April or May are being monitored with COVID-19 and staff will develop a contingency plan. We are currently proceeding with ***\_\_list programs here\_\_\_*** in June, but I will re-evaluate in the coming weeks.

I am monitoring our financial health. General operating support for ***\_\_insert organizational name here***\_\_ is now more critical than ever and an appeal to \_\_***donors, members, partners, etc***.\_\_ will be required from the Executive Committee in mid-April. If staff become ill due to COVID-19, I will make an extension of PTO for your approval as the Executive Committee. If you have questions, please contact me directly.

These are the steps underway to ensure a continuity of service and organizational advancement. We will come out of this stronger, better, and more valued as we work to serve and advance our mission and the many people and communities that we serve during challenging times.