



## **West End Neighborhood House Corona Virus Plan**

### **GOALS:**

- 1. CONTINUE TO SERVE OUR COMMUNITY DURING THE CRISIS**
- 2. ENSURE THE FINANCIAL AND PHYSICAL SAFETY OF OUR EMPLOYEES**

### **Community**

- Continue to serve the many low-income and vulnerable individuals and families who depend on us
- Stock our food closet to ensure that ample resources are available for those in need
- Provide an educational camp for the children of working parents during school closings
- Develop food safety and mental health strategies
- Prepare assistance payment checks for customers in advance of deadlines to anticipate any delays

### **Employees**

- Increase cleaning by maintenance and staff
- Require sick employees to leave work and/or remain at home
- Allow five additional paid days off for employees who qualify for the agency's sick days policy
- Encourage staff to save sick and vacation time
- Allow staff flexibility to work from home
- Increase social distancing
- Cancel any events that involve the attendance of over (50) fifty people
- Where allowable, shift duties for employees whose client load diminishes
- Monitor staff and customer temperatures
- Leverage virtual meeting devices and services such as Zoom