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EMAIL TO STAFF CURRENTLY OR SOON TO BE WORKING ON CAMPUS 6/25/20

I hope this email finds you healthy and well in our ever-changing world. Today I'm writing to inform everyone of two important changes coming up that might affect you so please read all below:

1. **LUNCH ON BREWSTER CAMPUS** – beginning July 13th when our school resumes in person instruction and until further notice – the agency will only provide lunch for staff who are directly working with/providing supervision for children during lunch time. *Employees who are not required to eat lunch with the children will need to provide their own food.* Food provided by the agency for children and staff eating them will be packed and needs be picked up at the dining hall at the following times – 11:30a, 12:00p & 12:30p.

Lunch will be eaten outside of the dining hall (i.e.: in classrooms, under tents outside, in offices etc. – specific areas can either be determined by individual groups or will be assigned by department supervisors/directors). The staff coffee station in the dining hall will also be closed so those who drink coffee provided by the agency will need to bring coffee to work.

Please know that these rules are intended to be temporary and are not intended to be a punishment. Medical guidance states that the risk of infection increases indoors, especially when social distancing standards are relaxed or cannot be met so we believe staying out of the dining hall at this time is necessary to maintain a healthy and COVID-free environment. Please also know that packing the individual meals for our students is a huge undertaking for our food services staff so please be kind to and patient with them and do not ask them to make exceptions.

2. **EXTRA PAY FOR WORKING ON CAMPUS** – since almost the beginning of the pandemic closure, we have been paying an extra \$2.00 an hour to direct care/essential staff who worked on our Brewster campus. This was funded largely by a government payroll protection loan that we received to help us maintain operations despite a dramatic decrease to our income. We will only be able to provide this additional pay through July 3rd; so the last paycheck in which it will be seen will be July 10th. Effective July 4th, everyone who works on campus will be paid their regular base rate as was done before the pandemic started.

Thank you to everyone for continuing to work hard despite often uncertain and anxiety provoking conditions. We are all struggling at times to figure things out and I sincerely hope we can be considerate and kind to each other as we work together to maintain this great organization for many, *many* years to come.

Donna Kessler, LCSW, PHR, SHRM-CP

Associate Executive Director
Human Resources