



Dear Colleagues,

This year has brought about many unexpected challenges, stress, and loss. Throughout the COVID-19 pandemic, even when our own confidence was shaken and it was hard to anticipate what will happen next, we continued our commitment to fostering an inherent confidence in our children, families and colleagues, as well as facilitating the development of positive expectations for the future. Green Chimneys has inspired resilience in young people, families and our community for decades. As we welcome you back to campus after your extended absence, we are confident that we can all demonstrate our own resilience, inspire others and maintain our agency's strong presence in our industry and community.

As part of our return to working together in person, we will resume our roles in alignment with Green Chimneys' Guiding Principles and work together to ensure the health and safety of everyone by adhering to the expectations below.

All employees are required to read the information below in its entirety and adhere to all precautions until or unless told otherwise by agency administration. AFTER READING, PLEASE SIGN THE THIRD PAGE ACKNOWLEDGEMENT AND SEND THAT PAGE ONLY TO HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE (unless given other distribution instructions by your supervisor/department director).

- As we safely interact with others outdoors, our **Nature-Based and Human-Animal Interactions** have become increasingly important. Green Chimneys is committed to remaining a leader in this field and to using these aspects of its program to help manage the stress and anxiety of the current situation. Our farm and garden staff will employ all required safety measures and adapt their programs to continue to help young people develop socially and emotionally.
- We will help each other heal during this unprecedented time. The impact of COVID-19 has had varied and dynamic effects on us all, as well as our children, families and colleagues. We will provide supports and trainings that are **Trauma Informed**, and provide the necessary resources to maintain an environment of safety as well as empower individuals to operate in the safest manner possible.
- As our programs, expectations and goals have been **Individualized and Strength Based**, our response to COVID-19 will continue to have a diverse and flexible approach. We will take into consideration the needs of our many programs and the people involved in them as we plan for and implement our return. We will closely monitor, communicate and follow any guidance put forth by federal, state and local health and government officials.
- We are committed to being **Family Centered**. By being creative, thoughtful and inclusive of families' needs, we will promote and nurture strong family connections that are essential to well-being. We will continue to closely monitor family visitation on campus and allow visits to take place in designated areas during predetermined times to ensure adherence to social distancing and sanitizing guidelines.

- The threat of COVID-19 has led to new habits and skills for many of us. We will continue to grow and adapt through **Positive Reinforcement**.
- Our **Collaborative Culture** requires our professionalism, accountability and respect to keep each other safe during these trying times. While standards may differ by job, department and work site, we expect that all staff will:
 - Adopt healthy hygiene practices, including maintaining 6 feet of social distance from each other as much as possible; wearing a mask or alternate PPE when within 6 feet of students or colleagues (unless they are unable to medically tolerate such covering); cleaning hands frequently, preferably with soap and water but with hand sanitizer when soap and water are not available.
 - Do not share or limit the sharing of personal items, objects and equipment. After using shared objects/equipment, clean them thoroughly with agency provided sanitizing cloths or solution before others use them.
 - Complete a brief health screening at the beginning of each shift at the health center or other designated area.
 - Tell your supervisor/department director as soon as possible if you discover you have had any direct contact with a suspected and/or confirmed infected person. If requested, participate in COVID-19 testing and share your individual test results to aid in successful contact tracing.
- In these uncertain times, continuous evaluation, research and adaptation are of utmost importance. In order to provide **Quality Improvement** we are committed to data collection to inform future decision and actions; including but not necessarily limited to tracking of COVID testing, test results and staff absences due to illness and surveying stakeholders as well as monitoring the public health situation and evolving guidelines from our oversight regulators. As many of you have advocated for young people, we will continue to advocate for your safety and well-being on the job.

We look forward to returning to work with you and continuing our mission through the embodiment of our Guiding Principles. Communication on our plans to return staff to Green Chimneys may vary depending on your job, department or worksite. For now, please review the more detailed health and safety information by visiting the staff portal on our website at www.greenchimneys.org/careers/employee-benefits/staff-resources-virus/employee-communications for important updates.

Thank you for your continued dedication and cooperation as we face this new and evolving challenge.

Respectfully,

The Executive Council

Ed Placke, Executive Director
 Lauren Bennett, Deputy Executive Director
 Donna Kessler, AED of Human Resources
 Steve Klee, AED of Clinical and Medical Services
 Denise Luft, AED of Quality Assurance & Compliance
 Kristin Dionne, Director of Fund Development
 Rhonda Richardson, AED of Financial Services
 Cheryl Tricarico, AED of Facilities Management



**ACKNOWLEDGEMENT OF RECEIPT OF EXPECTATIONS, POLICIES AND PROCEDURES
RELATED TO WORKING DURING THE COVID-19 PANDEMIC**

Name (please print clearly): _____

By signing below, I acknowledge that I have received written notice of the agency health and safety expectations regarding my return to work during the COVID-19 pandemic and I have been made aware of how to access this information on the staff portal on the Green Chimneys' website. I agree that I have read or I will read these documents and abide by the rules and procedures explained therein.

Employee Signature _____

Date _____