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YMCA of Metropolitan Chattanooga A Message to Staff

To: All YMCA of Metropolitan Chattanooga Staff
From: Janet Dunn, President & CEO, YMCA of Metropolitan Chattanooga
Date: April 30, 2020
Subject: **YMCA STAFF UPDATE REGARDING COVID-19**

Dear Staff –

As you are aware, the situation with COVID-19 continues to change quickly. I wanted to update you on our most recent decisions. Given some of the recent guidance by local Governors, **we are planning to begin a phased reopening of our Y facilities on Monday, May 11.**

As we begin reopening our facilities, things will look significantly different than they did when we were operating at full capacity. First, not all programming and departments will open at the same time. We will be using a phased approach, where activities that involve close contact with others or large groups of people (such as group exercise and child-watch) will be opening later. Exercise equipment will be spaced out, and portions of the facilities will be reorganized to allow for proper social distancing. So although we are beginning to reopen, not all staff will be needed immediately. **Your supervisor will be contacting you directly if your particular position is included in the initial reopening phase.**

For those who are returning to work, there will be some new protocols put into place:

- Your temperature will be checked each day upon entering the facility. If you have an elevated temperature of 100.4 or higher, you will be sent home and not allowed to enter the building.
- You will be required to wear a mask whenever you are inside the building. If you do not have a mask, one will be provided for you.
- We are installing some additional protective equipment (e.g. plexi-glass panels at the front check-in desk) and increasing cleaning regimens for your protection.
- We ask all staff to continue to be vigilant in following CDC guidelines around frequent hand-washing and staying home if you are sick.

We anticipate Phase 2 to begin approximately 21 days after we reopen. This will include the further reopening of some areas that will initially be closed. The details of this phase are subject to government and CDC recommendations at the time and will be provided closer to that date. Please continue to check back on the staff page for further updates: www.ymcachattanooga.org/staff.

As staff are being recalled in phases as operations resume, some staff will remain out of work for the present time. Staff who are not working during this time may continue to use any PTO that they have available or apply for unemployment. Please note that if you refuse work that is offered to you, your eligibility for unemployment may be affected. Also, you must continue to check in for unemployment weekly and report any wages that you earn. Failure to do so could result in penalties or interest.

We understand that this has been a difficult and challenging time for so many of our staff. We appreciate the hard work of those who have been involved in our community efforts during the time our facilities have been closed. From emergency childcare and feeding programs to tornado relief, the Y continues to impact our community in so many positive and meaningful ways. We look forward to seeing our staff soon as we begin this phased reopening and continue our work together in changing lives.