

Heading Home will change our Operations Status to **BLUE** beginning Monday, June 8th. This means that Annex staff may return to office work, while still encouraged to work some from home, or with alternating office hours, when practical. The community centers will all close by the end of Sunday. Thus, staff who had been redeployed to community center shelter work may return to their normal duties.

A huge thank you to everyone making this work over the past three months. We had only 3 residents and one staff test positive the entire time. That is truly remarkable and amazing. It is due to our pro-active and aggressive response working together to keep each other safe! Thank you.

HOWEVER, the move to increase operations at the Annex can only happen with new and strict health safety measures that all Annex staff must take. During the past months, with limited staff, we have been able to be a little relaxed in protocols. Increasing the number of people coming and going from the building and the density of staff working inside requires that we simultaneously increase safety measures. These measures will be in place for at least the entire month of June. We will review during that time to see if we need to continue, increase, or decrease these measures and respond accordingly.

When you come to work on Monday:

1. Wear a mask before entering.
2. Stop inside entrance.
3. Take your temperature
 - a. Fill out form that is there.
4. Additional masks are available at the front desk if you need them.
 - a. Your mask should be properly stored in a plastic container as I demonstrated at Monday's meeting, when not being used.
 - i. I will have plastic tubs available for you on Monday.
 - b. In your office, you may place your mask outside face down on paper towel for ease of use throughout the day.
 - c. Cloth masks should be washed every three days.

OPERATIONS STATUS	
PURPLE	Business as usual.
BLUE	Select staff may be asked to work from home. Select staff may be asked to reduce work and alternate schedules to reduce the number of staff at a location.
GREEN	All non-essential staff stays home, or are reassigned work.
ORANGE	All non-essential staff stays home, or are reassigned work. Key staffs reduce work and work from home, as is possible; supervisors determine number of hours. Key staffs may be reassigned duties. Timing of any office work on location should be coordinated with supervisors so that the least number of staff are present in a building at the same time.
YELLOW-1	All non-essential staff stays home, or are reassigned work. All key staff stays home, or are reassigned work. Only essential and reassigned staffs are present at our shelter sites.
YELLOW-2	Same as YELLOW-1, except that staffs will “sleep-in-place” at the shelter sites. This would only happen in the extreme case of the government restricting travel throughout the city. We do not anticipate this happening.