



# HEADING HOME

<b>OPERATIONS STATUS</b>	
<i>Revised: 8/12/2020</i>	
<b>PURPLE</b>	Business as usual.
<b>BLUE</b>	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.
<b>GREEN</b>	All non-essential staff coordinate with executive directors to reduce work, alternate schedules to reduce the number of staff at a location, work from home, or stay at home not working.
<b>ORANGE</b>	All non-essential staff are asked to work from home or stay at home not working. Key staff are asked to work only as much as is indicated in the description of “key staff” (previous page). Timing of work should be coordinated with supervisors so that the least number of staff are present at the same time.
<b>YELLOW-1</b>	All non-essential staff are asked to stay home. All key staff are asked to stay home. Only essential staff are present at our two shelter sites.
<b>YELLOW-2</b>	Same as YELLOW-1, except that staff will “sleep-in-place”. This means that staff would not leave the shelters. This would only be in response to the most extreme possibility of the highest level of government restriction on travel throughout the city. We do not anticipate this happening. But, as this entire document is about preparedness, this status is added here.

**Essential**

*This is the bare minimum to keep open our shelters.*

1. AOC (with Director and/or Executive Director present)
  - a. Security
  - b. Resident Assistants
  - c. Shift Supervisors
2. Westside Emergency Housing Center (with Director and/or Executive Director present)
  - a. Security
  - b. Dorm Monitors
  - c. Shift Supervisors
3. *(Custodial work would be incorporated into the duties of these staff.)*

**Key**

1. Custodial, daily
2. Drivers, as needed related to essential medical needs
3. Housing and Outreach Directors, once weekly
  - a. Support of clients, as needed
4. Accounting, 1-2x per week
  - a. Finance Controller
5. HMIS data managers, 1-2x per week
6. Human Resources
7. Facilities Director, 1-2x per week
8. Emergency Housing Executive Directors
  - a. WEHC and AOC, every other day, as needed

**Non-Essential**

1. Clerical Assistance and Receptionist
2. Advancement Team
3. Donor Receipt & Warehouse
4. Contracts
5. ABQ StreetConnect Outreach
6. WEHC Outreach
7. Housing Staff