



HEADING HOME

OPERATIONS STATUS	
<i>Revised: 11/13/2020</i>	
PURPLE	Business as usual.
GREEN	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.
ORANGE	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.
RED	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” (next page). Timing of work should be coordinated with supervisors so that the least number of staff are present at the same time.
YELLOW-1	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.
YELLOW-2	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

Beginning on November 30th, our “Green, Orange and Red” operations statuses will be tied to Bernalillo County’s Level assessment as determined by the state (described below). (Green=Level 1; Orange=Level 2; Red=Level 3).

- **Sample Level 1:** Low positivity rates and average daily case counts allow for expanded economic footprint, in-person activities
- **Sample Level 2:** Borderline positivity rates and average daily case counts require some public health restrictions
- **Sample Level 3:** Widespread infection and illness requires onerous public health restrictions on in-person activity