



HEADING HOME

OPERATIONS STATUS

Revised: 12/11/2020

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.
YELLOW	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. Key staff work regular hours. No clients in office.
RED	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. 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. No clients in office.
ORANGE-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.
ORANGE-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 (Executive Director present, as needed)
 - a. Directors
 - b. Security
 - c. Resident Assistants
 - d. Shift Supervisors
2. Westside Emergency Housing Center (Executive Director present, as needed)
 - a. Director
 - b. Security
 - c. Dorm Monitors
 - d. Shift Supervisors
3. Hotels (Executive Director present, as needed)
 - a. Site managers
 - b. Monitors
4. *(Custodial work would be incorporated into the duties of these staff.)*
5. Facilities Director, 3x per week

Key

1. Custodial, daily (at shelters)
2. Drivers, as needed related to essential medical needs
3. Housing and Outreach Directors, 2X per week
 - a. Support of clients, as minimally as needed
4. Accounting, 3x per week
 - a. Finance Controller
5. HMIS data managers, 3x per week
6. Human Resources, 3x per week

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

“Green, Yellow and Red” operations statuses are tied to Bernalillo County’s Level assessment as determined by the state (described below).

- **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