

**To the AAACF Team:** During the Covid 19 Pandemic our highest priority is the safety of the staff and our families. To that end, effective immediately and until further notice, here are active guidelines that we should all follow (subject to ongoing change as circumstances develop - and we welcome your ongoing feedback!):

***If you're feeling sick: Stay home, period, and please err on the side of caution.***

**Remote work:** Staff are encouraged to work remotely to the extent they can do so without disrupting AAACF's core operations and also have prior permission from their supervisors.

- A remote worker must be reachable by phone, as well as be available for video call when needed, and active on email during regular business hours (8:30 - 5)
- A remote worker must update their calendar to indicate remote status and include the number at which they can be reached
- A remote worker must forward their office phone to their remote number during business hours (Zac can issue a reminder on how to do so)
- A remote worker must discuss with her/his supervisor any additional job-related expectations relating to working remotely
- A remote worker should be able to demonstrate progress on work being performed remotely.

**In the office:** AAACF offices will remain open for now because our total staff size remains well below the threshold of concern. However, we are taking a range of precautionary measures:

· **Personal prevention in office—Staff should:**

- Wash your hands often with soap and water or use hand sanitizer
- Avoid touching your eyes, nose, or mouth with unwashed hands and less often
- Cover your mouth and nose with a tissue when coughing or sneezing; cough into your arm or shoulder rather than your hand
- Avoid handshakes (and explain up front that you have been asked to do so since it's tough to avoid)
- We will look into the cleaning service providing extra disinfecting treatments during the pandemic

· **Gatherings in office**

- All committee and group meetings should be conducted by phone or Zoom
- One-on-one meetings with external guests should be done by phone or Zoom if possible. Staff should consider their own health as well as that of the guest in deciding whether to meet in person (whether in the office or elsewhere). In a nutshell - use common sense.
- All visitors who are meeting in the office should be asked to use hand sanitizer upon entry into the lobby
- Internal meetings among staff are okay (for now), but please avoid close quarters

· **External Convenings, Conferences, and Travel**

- Staff should call into external meetings when possible
- Staff should not attend any large (20+) meetings
- Conference attendance and related travel are suspended until further notice - hopefully some of our conferences will offer livestreams and other video solutions, if not rescheduled

**New Sick Leave:** The remote working protocols above should encourage all of you to stay home if you feel

anything other than fully healthy. We also want to anticipate the case where you might become too ill to work, or have a family member in your household who falls ill and needs constant care. To anticipate this challenge, we're awarding three days of sick leave for 2020. Sick leave, unlike our standard PTO, may only be used when you are too ill to work, or when a family member in your household needs your constant care due to illness. By using it instead of PTO, you can preserve some of your more flexible time off. It's really important that you honor the difference between illness-based absence (sick leave) and absence for any other reason (PTO). This temporary sick leave award will expire at the end of the year, at which point we'll go back to our standard PTO-only policy.

**School Closures:** In light of the multi-week school closures starting to take effect, staff with homebound kids who require supervision can work remotely when your kids' schools officially close. Starting next week, coordination by each affected staff with other caregivers (if available) is appreciated so that you can balance your in-office and remote time. Please coordinate next Monday with your supervisor on your planned schedule for the week. We will also be hyper-flexible with interruptions to your day to handle kid logistics (e.g., rides, check-ins, etc.) even for kids who don't require constant supervision.

*AAACF will continue to monitor and follow best practices published by [Washtenaw Public Health](#), [Michigan Department of Health & Human Services](#), and the [CDC](#).*

**Neel Hajra, CEO**

***Join us for AAACF's Annual Community Meeting – May 4, 2020 at WCC | [RSVP](#)***

**Ann Arbor Area Community Foundation (AAACF)**

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