SAY SAN DIEGO RESPONSE TO THE CORONAVIRUS.

Please note that this information may be updated frequently as the Coronavirus is a fluid and ongoing concern. Date of this correspondence: March 18, 2020.

SAY San Diego has a long standing and ongoing commitment to the health and well-being of our clients/program participants, employees and the larger community. We are carefully monitoring the Coronavirus/COVID-19 situation and are in regular contact with health agencies for information and guidance. We are implementing the preventative guidance as noted below.

As always, we keep in mind what the most vulnerable person may need for support and safety and plan our contingencies accordingly.

Questions may be directed to: info@saysandiego.org

Phone: 858-565-4148  After Hours and Weekends: 619-744-9864

Sincerely, Nancy Gannon Hornberger, President and CEO

UPDATE: As of Wednesday March 18:

In just the last two days, the public health response and guidance has changed. SAY San Diego has made difficult decisions, as have we all, related to COVID-19/Coronavirus concerns.

Here is our current status: Hundreds of staff who are based on school sites and who conduct school-connected work have been unable to work since Monday, March 16. Today, in keeping with public health directions for collective response and containment, we have determined that it is prudent to suspend in-person, work-related activities, *with a few rare exceptions*, and conduct our work by phone, on-line conferencing and email. We are setting up alternative ways to continue client services to the best extent possible.

SAY San Diego also has in place emergency support for clients as needed.

Further, we have made a commitment to pay our staff in keeping with their regular schedules, March 18- April 3. We are looking at every option to continue workforce support over the weeks and months thereafter.

Our executive team and board of directors stays alert to what federal, state and local public health authorities are recommending and we reassess daily. Please reach out should you have any questions. Our contacts are above.

Please note the following program changes:

- All SAY San Diego early childhood and preschool programs will be temporarily closed from March 16 – April 3;
- All SAY San Diego before and after school programs will be temporarily closed from March 16 – April 3;
- SAY San Diego spring break camps will be cancelled;
• Our staff will use remote access, phone calls, conference technology, email, or other ways to support our clients and community, and to conduct daily business, to the best extent possible;
• In rare exceptions of in-person contact, all staff will practice social distance of 6 feet or more, as well as other best practices including handwashing and disinfecting;
• Payroll, financial management, benefits, IT and other core operations will continue and essential personnel, including the senior management team will be present remotely;
• Our main offices will be closed until April 3.

We are cognizant that the heightened anxiety, isolation, service closures and changing conditions can be very difficult for families, clients and program participants. We will provide our own emergency relief resources, as well as 211, to help provide people with additional support with food, housing and other essentials: https://211sandiego.org/resources/basic-needs/

Many school districts have free and reduced meals programs for eligible families as well.

SAY has set-up an information-sharing link on our web site home page next to the “careers” tab, please share it as needed: https://www.saysandiego.org/wp-content/uploads/SAY-San-Diego-Response-to-the-Coronavirus.COVID-19.pdf

Background:

Beginning the first week of March 2020, SAY San Diego has implemented preventive measures in line with public health recommendations, including sharing preventative and public health procedures with staff based on expert recommendations from County, State and Federal experts. These include guidance on Coronavirus/COVID-19 symptoms, hand washing, contact with others, reducing stigma, and providing physical space between persons known as social distancing. At the same time, we know this is a novel virus and there are many unknowns.

**SAY San Diego also has in place the following policies and procedures:**

• Business Continuity Plan
• Emergency Procedures
• Crisis Management Procedures
• Significant Incident Response: Incidents Requiring Executive Level Response
• Safety Policy and Procedures
• Injury and Illness Prevention Policy and Procedures