



March 17, 2020

Dear Friends,

The coronavirus (COVID-19) has affected almost every aspect of our daily lives. The Partnership desires to do its part in protecting the health and safety of our community's children and family members, Team members (Board and Staff), direct service providers, child care facility providers, and the community as a whole. Accordingly, please be advised of the following operational details that may have changed:

Office Hours

- Office closed to the public effective 3/19/20 through 3/31/20. Action to reopen the office on 4/1/20 will be reevaluated and communicated prior to reopening.

Staff

- All staff are expected to work their normal work hours (40 hours per week for full-time personnel) and will be available via emails and telephone from 8:30 a.m. to 5:00 p.m.
- All staff are expected to work from their homes through 3/31/20. If necessary, they may work from the Partnership's office with the Executive Director's advance approval.
- All non-essential staff travel is restricted and must be approved by the Executive Director through 3/31/20.

Services

- All technical assistance by Partnership staff or direct service providers (consulting, coaching, monitoring, etc.) at off-site locations will be via telephone, email and video conferencing when possible.
- All face-to-face site visits by the Partnership's Technical Assistants will be rescheduled or are cancelled until further notice (minimally through 5/1/20).
- All professional development trainings will be rescheduled or are cancelled until further notice (minimally through 5/1/20).

Meetings

- All external meetings hosted by the Partnership will be via telephone/video conferencing when possible or will be rescheduled or are cancelled until further notice (minimally through 5/1/20).
- All other external meetings/conferences will not have staff's participations unless it is via telephone or video conferencing.
- All community outreach events will be rescheduled or are cancelled until further notice (minimally through 5/1/20).

Additional changes to the Partnership's operations will be communicated as they occur (refer to www.pfclg.org). Thank you for your understanding and patience as we all work together in meeting the challenges resulting from the coronavirus pandemic. Take care and be safe!

Sincerely,

Michael E. Linker

Michael E. Linker, Executive Director