



# IMPORTANT UPDATE

## A Message from our CEO

April 17, 2020

**Subject: Important Updates – Patriots’ Day, Emergency Contact Information, COVID Response**

**Good Afternoon Team:**

I am writing to share pertinent information on action steps and decisions designed to support you, our YMCA family, during these extraordinary times. Please know that we will continue to communicate important information directly through these messages, the Daily Update from Kathy Kuras, and individually as questions arise.

### **Patriots’ Day**

This coming Monday, April 20<sup>th</sup> is Patriots’ Day, one of our paid holidays for full time staff. Normally, many of us would take this day off to enjoy the Boston Marathon or defer the day off and use it another time in the pay period. During the COVID19 Crisis, we will be open to ensure all of our important work continues. We also understand the importance of paid time off, especially now, so we are providing you with two options to consider and discuss with your manager:

- Take Patriots’ Day off.
- Defer the holiday to another time in 2020.

### **Emergency Contact Info**

One of our lessons learned during this crisis was to ensure all YMCA of Greater Boston Team Members have updated Emergency Contact Information in our Kronos HRIS system. Please take a few moments next week to update your information; for step by step instructions click here: [How to Save Emergency Contacts in Kronos](#)

### **Health, Dental and Vision Coverage for Team members on Furlough and Reduced Hours**

We know you are concerned about our employees on furlough. We have decided to extend the Health, Dental and Vision benefit coverage for eligible colleagues on furlough and to cover the employee’s cost of these benefits through the end of May. This decision was made possible due to generous gift from YGB Board of Directors, as well as the generosity of members who continue to pay their membership dues.

We have taken this step for a number of reasons: First, we know that health, dental and vision coverage is essential, especially considering the health threat posed by COVID-19. Second, the unemployed system is not providing timely support and we want to eliminate any concerns cost of health insurance. Third, our Board of Director and members care deeply about us and want to make sure that we conduct ourselves as an “employer of choice.” Lastly, there is much uncertainty regarding when and how we will reopen as May 1<sup>st</sup> is quickly approaching and we have yet to see a flattening of the Coronavirus in the Commonwealth. In short, it is not likely we will reopen in early May as was hopeful when we closed our branches.

### **COVID-19 Response - Pay and Benefits**

We have revised our COVID-19 Response Plan regarding the quarantine of employees based on updated recommendations from the Centers for Disease Control and Prevention (CDC). We will only require quarantine of team members who meet the following conditions:

- A team member *or someone in their household* has **tested positive** for COVID-19
- A team member *or someone in their household* is **in the process of being tested** for COVID-19
- A Team Members shows **signs or symptoms of a respiratory infection**, such as fever, cough, shortness of breath, or sore throat.



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- A team member *or someone in their household* has **traveled outside** the states of Massachusetts, Rhode Island, New Hampshire, Vermont and Maine and/or have been on a cruise and/or airplane in the past 14 days

For our team members who have tested positive, they first have the option to be considered for virtual work, if so desired. If that option is not desired or available, **they will be paid, in full, during the time they are out, capped at 14 work days.** Thereafter, team members use their own sick time for sick related absences, including a second COVID-19 diagnosis.

For our team members who are in a household with someone who tested positive, they will be considered for virtual work. If not available, the employee will use their own sick time. If an employee does not have enough sick time to cover the time they are out, YGB will cover the gap to ensure all scheduled work hours within the quarantine time period are “paid,” capped at 14 work days.

### **Safe For You, Safe For Us**

We are taking every step possible to ensure your safety at work from regularly deep cleaning our facilities, implementing rapid response measures outlined [here](#) when we learn of a worksite exposure, providing masks to all on-site staff and access to rapid COVID-19 testing for on-site team members.

We strongly encourage all of our team members to be safe at work, especially during this crisis. Be safe for you and in doing so, be safe for others by following these three steps:

1. Always wear a face mask when outside. If you do not have a mask and are working on-site, please contact [EmployeeHotline@ymcaboston.org](mailto:EmployeeHotline@ymcaboston.org).
2. Wash your hands frequently.
3. Practice Social Distancing, six feet apart from others at work and when in public.



WEAR A MASK



WASH HANDS



KEEP 6 FT DISTANCE

BE SAFE 😊



In closing, we ask that you continue to reference our employee website [ymcabostonteam.org](http://ymcabostonteam.org) for updates and send us your questions as they arise at [employeehotline@ymcaboston.org](mailto:employeehotline@ymcaboston.org). And remember, we are stronger together. Thank you for all you are doing in service to others. You are making a difference – a significant difference.

Sincerely,

James O'S. Morton  
President and CEO

