

Subject: Head Start COVID-19 Updates and Time Sheet Procedures

Sent: Monday, March 23, 2020 5:13 PM

Good Afternoon Everyone,

This has been a very busy and stressful couple of weeks. The Corona virus has effected everyone at some level. I wanted to thank all of you for your patience as we try to maneuver through this uncharted water and respond to ever changing information from many sources. At times the guidance we have received from OHS has been vague and others have been explicit while in direct conflict with direction from CACFP. As you can see, this has been very confusing time in our program. I know many of you are experiencing anxiety surrounding this national crisis. For some of you, this pandemic has hit very close to home.

The work you do is so important for the children and families, and as this progresses, I would anticipate their needs will escalate. OHS has directed that, "During closures, employees should continue to engage families and to deliver services to the extent possible, remotely". This is the reason we have been working so hard to provide you with resources to ensure our children stay engaged, healthy, and safe throughout the duration, however long that ends up being. It is important to recognize, from this perspective, that our classrooms are closed, our program is not.

An email is coming highlighting mandatory and recommended trainings that you will have access to during this shutdown. I urge you to look closely through this list and engage yourself in activities that will improve instruction and performance of children when we return. Stay informed by visiting the Agency website frequently and checking your email. We will communicate as best we can through this method as well as text messages in ChildPlus as available.

Your time sheets through Friday, March 20 should reflect "business as usual". If you have needed time off up to this point, it should be reflected the same as always (Sick, Personal, Bereavement, Etc). Starting Monday (March 23), your timesheets will reflect shutdown procedures. These procedures reflect Agency policies. Your timesheet should reflect your regular scheduled number of hours on any given day. Everyone will have an addition "Emergency Leave" category on your timesheet during this period. The following is a guide as to how your time should be recorded:

- For time that you are working from home or in a classroom, hours are recorded in the regular category (HS, EHS, SV, Etc.)
- For time that you are engaged in training activities on-line, record those hours in the appropriate training category
- For time you claim to make up to your regularly scheduled daily hours, record in "Emergency Leave" with proper HS or EHS code
- For time you claim when you are not working at all, record in "Emergency Leave" with proper HS or EHS code

If you have questions, contact your supervisor. Take care and stay safe.

Matthew LeClere, Ed.S.

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If you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid!