
MEMORANDUM

TO: ALL EMPLOYEES
FROM: Ashley Reynolds Marshall, CEO
DATE: September 1, 2020
RE: Coronavirus & Influenza Memorandum



Central Virginia

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In light of the COVID-19 (coronavirus) pandemic, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, clients, residents, customers, visitors or others. We also want to ensure the continuity of business operations during this pandemic.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces. & wear face coverings.

YWCA of Central Virginia will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. **Face coverings are available to all staff members for free.**

Employees are encouraged to continue to use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. This includes Microsoft Teams and for Victim Services – our Zoom account. IT support services are available to employees who need assistance with this technology.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until they are free of fever for at least 24 hours without the use of fever-reducing medications, the employee's symptoms have improved and at least ten (10) days have passed since the symptoms first appeared.

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. **Employees who report to work ill will be sent home in accordance with these health guidelines.**

While we currently do not offer formal telework arrangements, YWCA of Central Virginia will consider, on a case-by-case basis, requests from employees to work from home during this time. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

Please contact your direct supervisor with any questions or concerns.