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YMCA of Metropolitan Chattanooga A Message to Part-Time Staff

To: All Part-Time YMCA Staff
From: Janet Dunn, President & CEO, YMCA of Metropolitan Chattanooga
Date: March 17, 2020
Subject: **YMCA STAFF UPDATE REGARDING COVID-19**

YMCA Staff,

As you know, the situation around COVID-19 in the U.S. continues to change daily. In order to comply with recent CDC and government recommendations and to keep our staff and members safe, **we have made the difficult decision to close our facilities as wellness centers and pivot to community response centers beginning Wednesday, March 18 through at least Monday, March 30, 2020.** Staff who have a necessary involvement with the community response centers will be contacted directly by their supervisors. All other staff will not work during this time period.

We understand this decision may bring many questions. We have tried to anticipate some of those below:

Will I be paid if I am out of work?

If you have Paid Time Off available, you can use that during this time. You can check your PTO balance and make balance requests through the Kronos app on a smartphone or the Kronos website at <https://secure4.saashr.com/ta/6146116.login>

At this time, any remaining days that you are not working will be unpaid.

Will I lose my job? Am I going to be laid off?

At this point, we are on a temporary closure, and we are not laying off any staff.

If you need confidential, spiritual support during this time, our Chaplain Janice Keebler will be on call and available at 423.883.2270 or jkeebler@ymcachattanooga.org.

If you have any further personnel considerations, please contact Telky Murphy, Chief Human Resources Officer at tmurphy@ymcachattanooga.org.

Your health and well-being, and that of our members and participants, remains a top priority of our Y.

Thank you for working with us to ensure the health of our colleagues, YMCA and community.

Janet Dunn
President & CEO, YMCA of Metropolitan Chattanooga