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YMCA of Metropolitan Chattanooga A Message to Staff

To: All YMCA of Metropolitan Chattanooga Staff
From: Janet Dunn, President & CEO, YMCA of Metropolitan Chattanooga
Date: March 27, 2020
Subject: **YMCA STAFF UPDATE REGARDING COVID-19**

Dear Staff –

As you are aware, the situation with COVID-19 continues to change daily. I wanted to update you on the Y's current situation. Our intent was to reopen our facilities on March 30. **Given recent ordinances and other guidance, however, we are unable to reopen our facilities as planned.** With the exception of our staff who are working with our emergency response operations, our staff will remain temporarily off work at this time. Please know that we are doing everything we can to reopen our facilities and return our staff to work as soon as it is appropriate to do. We continue to monitor CDC guidance as well as local/state authorities, and we will communicate with you any updates as decisions are made.

Staff who are not working and not being paid during this time may continue to use any PTO that they have available. Requests can be processed through the Kronos website or app. Any remaining pay or PTO that staff members are receiving will continue to be direct-deposited on our normal payroll schedule.

Staff who are not working may also be eligible for unemployment benefits. Given that we still have some staff working, we are not able to do a mass filing for unemployment. Staff members are welcome to file individually through the appropriate state website:

TN - <https://www.tn.gov/workforce/unemployment/apply-for-benefits.html>
GA - <https://dol.georgia.gov/file-unemployment-insurance-claim>

Please note that there are certain eligibility requirements to meet for unemployment, including earnings thresholds during the "base pay period." All of this is outlined on the state's website. The state will ultimately determine who is eligible for unemployment. The Y will respond to any requests for information from the state as quickly as we can to help facilitate the process.

We have created a landing page for staff resources at www.ymcachattanooga.org/staff. Here, you'll find recaps of communications and other helpful resources during this time. Check this site regularly as this COVID-19 climate is evolving. We will continue to communicate through this site as we have updates.

We understand that this is a difficult and challenging time. Please know that you are in the thoughts and prayers of the senior leadership team as we continue to navigate these unprecedented times. Every day we pray for the day our Y will once again open and be filled with our members, and most importantly all of you serving them as you do so well.

Janet Dunn
President & CEO, YMCA of Metropolitan Chattanooga