

**Chairperson**  
Tyrone Matthews, Esq.



**President and CEO**  
Rudolph A. Johnson, III

**MEMORANDUM NO. 4**

**DATE:** April 2, 2020  
**TO:** All Employees  
**FROM:** Rudolph Johnson, III President and CEO  
**SUBJ:** COVID-19 Update

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I hope that everyone is keeping themselves healthy and safe. As we adjust our operations in the midst of this crisis, our top priority remains the health and safety of our clients and our employees. NHA has continued to consult with the County of San Diego Health and Human Services Agency, and we are actively monitoring information provided by Federal, State, and Local Governments. In light of President Trump's announcement regarding the national social distancing guidelines, the revised operational measures are as follows:

1. Continued suspension of services for the following programs:
  - Early Head Start/Head Start – Schools remain closed until April 30, 2020 unless additional extension is needed. Please contact your General Manager of Education and Instruction if you have additional questions.
  - Adult Day Health Care – until April 30, 2020
  - Senior Nutrition Center – until April 30, 2020
  - College Academy – until April 30, 2020
2. Office personnel are strongly encouraged to continue to contact your Supervisor or General Manager for telecommute/telework opportunities until April 30, 2020.
3. If telecommuting/telework is not an option, continue to contact your Supervisor or General Manager regarding the use of Sick/Annual Leave time.
4. Continued cancelation of all non-essential\* meetings/gatherings and travel.

Thank you for your continued patience as we move through this crisis. We will continue to provide updates as more information becomes available.

Thank you.

***\*Please consult with your Supervisor or General Manager for definition of NON-ESSENTIAL***