



MEMORANDUM NO. 5

DATE: April 29, 2020
TO: All Employees
FROM: Rudolph Johnson, III President and CEO
SUBJ: COVID-19 Update

I hope that you and your families are continuing to remain healthy and safe. I would like to thank all of you for your continued patience and cooperation as we continue to navigate our way through this unprecedented time. NHA continues 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. The health and wellness of our employees and clients continue to remain a top priority for the Agency. In order to comply with social distancing guidelines, the following operational measures will go into effect immediately:

1. Suspension of services for the following programs until **May 31, 2020**:
 - a. Early Head Start and Head Start – Schools remain closed until **May 31, 2020** unless an additional extension is needed. Please contact the General Manager of Education and Instruction for further details.
 - b. Homework Center
 - c. College Academy
 - d. Adult Day Health Care
 - e. Senior Nutrition Center
2. Office personnel are strongly encouraged to contact your Supervisor or General Manager for telecommute/telework opportunities until May 31, 2020.
3. If telecommuting/telework is not an option, contact your Supervisor or General Manager regarding the use of Sick/Annual Leave time.
4. Cancellation of all non-essential* in person meetings/gatherings
5. Cancellation of all non-essential* business travel.

Once again, thank you for your patience as we move through this crisis. We will continue to provide updates as more information becomes available.

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