



**For Release Time: Immediate**  
**Date: May 22, 2020**

## **Coastal Community Action, Inc. Reopening Agency**

We are committed here at Coastal Community Action, Inc. to take all possible precautions to provide a safe environment for our clients, employees, and communities we serve.

The decision to return to the workplace back to “normal” is complex and encompasses a variety of key aspects to consider during this COVID-19 era. As we prepare to bring the workforce back, the Board of Directors, Executive Staff and I had to consider the who, when and how to ensure a safe, clean, and secure workplace for all.

We approached this task with the agency’s total needs regarding staff, clients, and the communities we serve.

**It is time to re-open our agency!**

Coastal Community Action will open the agency in three phases:

- I. **Phase I will begin June 1, 2020.** The agency will open to Staff ONLY.
  - a. Admin. Staff, HUD, WAP, ESFR, CSBG, and Senior Programs staff will continue services since COVID-19, which is staggering staff in the Admin. Office.
  - b. Head Start staff will return on a staggered schedule. Head Start staff will begin preparing for Summer School and preparing classrooms, trainings, etc.
  - c. This phase will be based on Personal Protective Equipment and sanitary items being available to ensure staff safety.
  - d. Pandemic Procedures will be established, and Managers trained on procedures prior to employees returning.

- II. Phase II will begin July 1, 2020. The agency will open to Minimum Clients with Restrictions.**
- a. Admin. Staff, HUD, WAP, ESFR, CSBG, and Senior Programs staff will continue services since COVID-19, which is staggering staff in the Admin. Office. Clients will be allowed in the building with restrictions established (ie. By appointments only, procedures for entering the building, etc.)
  - b. Head Start staff will return on a staggered schedule. Head Start staff will begin preparing for Summer School, New School Year and preparing classrooms, trainings, etc. Clients will be allowed in the building with restrictions established (ie. By appointments only, procedures for entering the building, etc.)
  - c. This phase will be based on Personal Protective Equipment and sanitary items being available to ensure staff safety. Clients will have access to sanitary items (ie. Hand sanitizer, masks, etc.)
  - d. Pandemic Procedures will be established, and Managers trained on procedures prior to employees returning. Staff will be trained on established procedures and requirements for clients to enter building.

- III. Phase III will begin August 1, 2020. The agency will open to Public with Restrictions.**
- a. Admin. Staff, HUD, WAP, ESFR, CSBG, and Senior Programs staff will continue services since COVID-19, which is staggering staff in the Admin. Office. Clients will be allowed in the building with restrictions established (ie. By appointments only, procedures for entering the building, etc.). **Agency will increase the number of staff, clients and public allowed in the building.**
  - b. Head Start staff will return on a staggered schedule. Head Start staff will begin preparing for Summer School and preparing classrooms, trainings, etc. Clients will be allowed in the building with restrictions established (ie. By appointments only, procedures for entering the building, etc.) **Agency will increase the number of staff, clients and public allowed in the building.**
  - c. This phase will be based on Personal Protective Equipment and sanitary items being available to ensure staff safety. Clients will have access to sanitary items (ie. Hand sanitizer, masks, etc.)
  - d. Pandemic Procedures will be established, and Managers trained on procedures prior to employees returning. Staff will be trained on established procedures and requirements for clients to enter building.

***These phases are subject to change depending on known and unknown factors\****

Please be a patient with us as we try to get some stability in these uncertain times. Staff will receive direction from their immediate supervisor. If you have a concern, please do not hesitate to contact Catissa S. Head.

**For any additional information, please do not hesitate to contact Catissa S. Head-Executive Director via email at [Catissa.head@coastalca.org](mailto:Catissa.head@coastalca.org) or 252-723-9384.**