

To:

- Gateway Board of Directors
- Head Start Policy Council Members
- Gateway Executive Team & Staff Members
- Colleagues, Constituents & Community Members

From:

- Albert B. Kelly, CCAP, Gateway President & CEO

Date:

- March 18, 2020

Re:

- Agency COVID-19 Work Schedule

For the safety of our children, families and employees during the continuing COVID-19 (coronavirus) situation, Gateway Community Action Partnership offices, outreach centers and facilities will be closed on Mondays and Fridays beginning Friday, March 20 with employees working from home to abide by social distancing protocols on those days.

- Gateway offices, outreach centers and facilities will be open during normal business hours (8:30 a.m. to 4:30 p.m.) on Tuesdays, Wednesdays and Thursdays to provide services while operating with reduced staffing to comply with required crowd sizes limits of less than 50 people in one site.

This schedule will remain in effect until the agency is notified by state and federal officials that it is safe and prudent to resume the normal, five-day work week.

Gateway will notify colleagues, constituents, clients and community members when the return to the normal work schedule is deemed appropriate.

- Gateway's services open during the mid-week include Social Services, Weatherization and Literacy Volunteers. Administrative services will be available on-site as well.

- Gateway Women, Infants & Children (WIC) staff will work Monday through Friday from 8:30 a.m. to 4:30 p.m. and provide phone certifications, per State WIC office directive.

- Gateway Home Energy Assistance Program (LIHEAP) in Cumberland, Gloucester and Salem will be open on Tuesdays (8:30 a.m. to 4:30 p.m.), Wednesdays (1 to 6 p.m.) and Thursdays (8:30 a.m. to 4:30 p.m.). Our Vineland Outreach Office will be closed.

- Gateway Family Success Centers in Bridgeton, Millville and Salem will likewise, be open on Tuesdays, Wednesdays and Thursdays.

- Gateway's Spring Gardens Senior Housing will maintain limited visitation requirements. The Alzheimer's & Adult Day Care Program will be closed to outside clients and remain closed until the COVID-19 restrictions are lifted at the state and federal levels.

- Gateway's Head Start/Early Head Start Program closed all centers effective Tuesday, March 17. Centers will remain closed through at least April 20.

Head Start administrative and family support services will be available to families during this time period. Head Start staff will check in with families on a regular basis during the closure.

If additional information is needed, please contact Gateway's administrative offices at 856-451-6330. For additional Head Start information, contact Vice President Bonnie Eggenburg, CCAP, at 856-453-0803.