

Memorandum

TO: CCC Office Staff

FROM: Ron Rasmussen, Executive Secretary

DATE: March 17, 2020

RE: Status of our Conference Office Operations

Our Officers Council met yesterday to discuss several items, one of which is the operation of our Conference Office in the midst of our global Coronavirus (COVID-19) pandemic.

Please, if you are not physically well or you are displaying one or more of the symptoms of having a cold or the flu, please stay home. If you must come into the office for some work related items, please come so that you are not present during normal conference office operating hours.

As of this point in time, we are continuing with our normal hours of operation. We are expecting each Conference Office employee to work his/her normal shifts at the office, subject to the following:

1. If you have a need to work from a different location from the office, due to one or more of the following: (a) you are caring for the physical needs of a family member that is living with you; (b) you are caring for or supervising your child because your child's school has been temporarily closed; (c) you have a compromised immune or respiratory system.

If viable, your department supervisor might grant permission for you to work away from the office. This permission may or may not be applicable to your entire normal work schedule at the office.

2. You are not able to work, even at a location other than the office, due to one or more of the following: (a) you are ill or are in a prescribed quarantine; (b) you are caring for the physical needs of a family member that is living with you; (c) you are caring for or supervising your child because your child's school has been temporarily closed.
3. You are age 65 or above, and you deem that it is best for you not to work at the office due to the COVID-19 pandemic.

If you are in category two or three, please contact your department supervisor and your department supervisor will notify our Human Resources Department.

A separate memorandum will be forthcoming pertaining to CCC non-exempt ("hourly") employee remuneration during this time of global pandemic.

