



April 17, 2020

**Fellow Youth Ranch Employees:**

**This message is being sent to inform you on important changes to IYR operations based on the Governor's April 15 Amendment to his Stay-Home Order.** This message reviews the information Scott provided in his new video earlier today, and it will be posted along with the video on the "COVID-19 for Idaho Youth Ranch Employees" portal. Please remember to check the portal daily for new information.

**The Amendment of the Governor's Order has two immediate impacts on our Social Enterprise operations:**

1. It allows for the immediate opening of curbside services (including the drop-off of goods) at businesses that are not considered "essential" under the original order, as long as social distancing guidelines can be maintained.
2. It directs that non-essential businesses (including IYR stores and distribution centers) should plan for re-opening as of May 1, again providing social distancing guidelines can be maintained.

**From the onset of the COVID-19 Pandemic, IYR has embraced two overriding goals:**

1. Keep our staff as whole as possible and return them safely to work at IYR as soon as possible; and
2. Keep the IYR organization as healthy as possible while we wait for our staff to return and we can effectively resume full operations when restrictions are lifted.

We also need to continue to comply with the Governor's guidance regarding business operations and individual behavior.

In keeping with those goals both the Executive Leadership Team and the Social Enterprise Leadership Team believe we can effectively comply with all social distancing guidelines in all our retail and distribution locations. We also believe that most of our staff has a strong desire to be contributing to our mission and enhance our ability to resume normal operations as soon as possible. We need our stores, the revenue they produce, and most of all the efforts of our dedicated Social Enterprise staff to continue to provide their service to their communities at a time when those services are perhaps more needed than ever and to support all our subsidized programs for youth and families.

Although we could begin allowing drive-through donations to our stores and distribution locations immediately, we are taking a more cautious approach. Rich Cline and the Social Enterprise Team want a bit more time to clarify their protocols and prepare for social distancing at all our locations.

**As of Saturday, April 25<sup>th</sup>, all thrift store staff will be back on duty for work in their stores.** There will be specialized training, and we will open for drop-off of donations on April 27<sup>th</sup>. We will also be preparing to open all our stores on May 1<sup>st</sup>, following the Governor's new guidelines. Safety first in all situations! This means following our guidance on social distancing, hand-washing, and the use of cloth masks.

For our Programs staffs, and employees who work in Development and support functions like accounting, HR, facilities, and training, our operations will continue unchanged. Work should be accomplished from home whenever possible. When in the workplace, follow our guidance on social distancing, hand-washing, and the use of cloth masks.

Employees may still exhaust their IYR Emergency Pandemic Sick Leave for any reason related to the pandemic through June 8. Employees who are eligible for federal FFCRA paid sick leave or paid expanded family or medical leave may use that benefit. Staff may also continue to use IYR pandemic leave, vacation, PTO, sick leave, or request to be placed on unpaid leave by their supervisor (in that order), through June 8, unless there is a change to the Governor's orders, which we will evaluate. There is a new "Flowchart of IYR Employee Back to Work & Leave Options" that explains how employees may use their paid leave

benefits, including IYR Emergency Pandemic Sick Leave, PTO, vacation, and sick leave, and **federal FFCRA Paid Leave**. **See the “Flowchart of IYR Employee Paid Leave Options” in the “IYR Paid Leave” section of the portal.** As always, if you have questions, please contact HR.

**Thanks for your attention.** Take good care of yourselves. We'll have more soon!