

WACOSA COVID-19

Executive Committee Notes

May 4, 2020

Update on COVID-19 efforts (to date)

- Applied for and received SBA PPP loan – Paying staff at 90% of salary. Offering opportunities to come in to fill the remaining 10% or to work for residential facilities.
- We continue conferring with our broader base of stakeholders via memo format every 1.5 – 2 weeks to stay in touch and keep them posted on our plans and the information we have.
- Leadership holds weekly conference calls with our residential providers. We have been helping them locate PPE and selling them some overstock of our own PPE.
- We are placing an order soon for a stock of masks to be prepared for the expectation that masks be worn once we return to full service.
- Leadership holds weekly conference calls with our staff – Call-in times are arranged so that calls are made 2 times daily – 10:00am and 1:00pm. Questions are taken via email before, during and after calls and shared with all staff.
- A new private Facebook page has been established for our staff, clients and key stakeholders.
- A reverse parade will be held Friday, May 1, 2020 from 1:30pm – 2:00pm where stakeholders, residential staff, clients etc. will be encouraged to drive down Sundial Drive to say hi to our staff from the safety of your car.
- A plan to re-open (fluid and general at this point) has been drafted, as per EO – 20-40. We expect it to be some time before we will be able to re-open but we are attempting to use this downtime as efficiently as possible so that we will not be held up when the time comes for us to resume services. Feel free to inform your own plan by reading this one or using it if you are required to have one (attached) in your own organization or business.
- I continue to attend (virtually) Region 10 meetings monthly, where I keep track of how other programs in the state and metro, in particular, are doing at this time.
- We have begun work on what our plans might look like to re-open DocuShred and ThriftWorks. Given The Governor's current path of lessening restrictions, we anticipate both of these might be the first to be allowed to open.
- Nancy B. and I interviewed with St. Cloud Times related to WACOSA's services, our response and challenges during COVID-19 and the legislative support programs like ours need to handle fixed costs during this time of no or little revenue.
- Work procedures have been developed for all staff choosing to come in to supplement their paychecks performing contract work for key customers. (see attached)
- Contract work has continued to be done for between 7 – 10 customers. Given the ramp up of COVID-19 positive staff and clients statewide and in Stearns County in particular, we have reduced to 3 – 4 customers with a minimum crew of staff to get their work done. I have also communicated to our businesses that we reserve the right to discontinue work altogether if the situation become significantly worse. The companies we are performing work for have been mainstay companies for many years and are the backbone of the work we have left. We are attempting to find a happy medium to keep them minimally supplied right now, with an

agreement that we will not be able to ramp our efforts up for greater production numbers until a future date.

- WACOSA's admin team is meeting multiple times a week to address challenges and concerns that have developed over the course of the week/month. We will begin working more from home and using facemasks when interacting with one another as of Monday of next week. The timing of this is based upon the recent spike in COVID-19 infections in our area.
- Information Note - COVID-19 cases are beginning to hit MN full force. Our numbers today show:
 - Dunganvin Residence (metro based) – Have 160 homes statewide. Several cases of COVID-19 in staff and clients, one death in a client thus far.
 - AARM – State residential provider, reports 58 group homes across MN are infected. 78 clients have tested positive and 53 staff have test positive.
 - Local group homes are being hit also. J&J homes, thus far, seem to be getting hit the hardest.