

March 30, 2020

All NACOG Head Start and Early Head Start Staff,

NACOG Head Start and Early Head Start has developed this guidance to assist all of their sites, staff, children and families with their response to the novel coronavirus disease (COVID-19) outbreak. All HS/EHS facilities are encouraged to use prevention and mitigation strategies as per usual.

NACOG HS/EHS will follow directives as each school district provides. If the district closes so will the HS/EHS. As of March 30, 2020 Governor Ducey announced a statewide closure of schools through the end of the school year. At this point in time we have been advised to follow our local health departments and/or the school district, therefore we are closed until further notice.

NACOG is requiring the majority of staff stay home. Center Directors, when comfortable should remain at the site to ensure we are meeting the guidance of Office of Head Start to provide remote services to families.

Per Office of Head Start, employees should continue to engage families and to deliver services to the extent possible, remotely. Dr. Bergeron states that the expectation is that we are paying staffs, so they should be available to continue services. Staff must also be available to return to HS/EHS as soon as we have word. Staff must be available to their supervisor if requested whether by phone call, text, video meeting.

Employees need to continue to provide resource and referral information to all families in need. Staff should create packets of at home activities or make it take type fun, using center materials if needed to keep the home school connections strong for families. Many of you have submitted lovely, creative videos or at-home activities for families to visit through our social media sites.

1. All activities that are in place for now, for Center –family outreach should continue through end of April at minimum. (parents and community appreciate the assistance) Center Director's it would be great if you would continue to or begin sending in an email to your Operations Manager at the end of each week describing what activities occurred. This will make tracking much easier.
2. Work by zones w/CD's and FS to close down centers need to be considered. We can build a zone team to help each site close down day by day. Please consider this and present ideas to your Operations Manager as appropriate.
3. CD's continue to work on staff evaluations and inventory to close out year. Mark and Janet will work on getting the inventory lists to you. We realize you may not be able to fully complete, and we do NOT want any injuries so only do what you can.

4. We should try to continue with conference calls if able to keep us somewhat connected. Now is an excellent time to learn Office 365 and all of its bells and whistles. With the new system staying connected is much easier than times before.

Home Based Visitors should continue to reach out to families via phone, video chat, zoom, Facetime, etc.

Your community may need volunteers; we have permission to volunteer as needed. If you are well and feel comfortable supporting your community, please DO. We will not dictate to anyone as an agency; you need to decide for yourselves what if any volunteerism you can do. Remember, you are representing NACOG at all times; days, nights, weekends, holidays. The expectation is to act professionally and enthusiastically in the work we do. Now is our time to give our hearts, kindness and quality to others in need.

Center Director's please change your posted door signage to indicate to our community that we are closed through the end of the school year.

Our priority continues to be to ensure staff and children are safe and free from infection.

Thank you for your patience and understanding.

Stay Healthy and Well,

A handwritten signature in cursive script that reads "Jennifer Brown".

Jennifer Brown