A message from Regional Consolidated Services (RCS)

I wanted to be sure each of you are aware of some modifications to travel and attendance that we have imposed, as well as send an update to you as a whole regarding what is being done out in the field of all RCS programs.

Currently RCS is monitoring current recommendations from the US Government, the State of North Carolina, and the local Health Departments. We are observing to all funding source recommendations as they make us aware.

As you know things can and probably will change frequently and quickly. We will keep you posted.

1) **All non-essential travel and meetings should be cancelled as of now.** If you are unsure if a meeting or travel engagement is essential, please speak with your supervisor and program director. Program Directors will need to approve any travel they deem to be necessary.

2) **We should all be observing the Center for Disease Control recommendations for everyday preventative actions including:**
   - Good social distancing, (6ft of distance between one another) as we have been asked to by the federal, state governments, as well as all of our local health departments.
   - Washing hands frequently for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
   - Avoiding touching your eyes, nose, and mouth with unwashed hands.
   - Avoiding close contact with people who are sick.
   - Staying home when sick.
   - Covering your cough or sneeze with a tissue, then throwing the tissue in the trash.
   - Cleaning and disinfecting frequently touched objects and surfaces.

3) **RCS will observe a flexible attendance policy as necessary during this unprecedented time.** If you are in a High Risk category, please speak with your supervisor about alternative work and other options that may be available.
   - Higher risk categories can include those individuals who:
     1) **Older adults**
     2) **People who have serious underlying medical conditions** like:
        - Heart disease
        - Diabetes
        - Lung disease
Operations updates to date:

**RCS Admin Office:** Is open and operating as normal, utilizing the preventative actions recommended by the Center for Disease Control (CDC) listed above.

**Head Start:** Monday of this week, the Head Start administrative team along with Krystal Parks (Executive Director) and Lisa Spencer (Deputy Director) met this morning to plan for the next two weeks. These plans may change as more information is reported to us. For now we will be closed for children from today, March 16th to Friday March 27th. Monday through Wednesday were mandatory work days for staff to develop plans for students to be sent home, center/classroom deep cleaning and other items as deemed necessary. Beginning Thursday the 19th, there will optional workdays through Friday March 27th.

**Home Care:** Is operating as normal, using as many precautions as possible, as the Home Care team, serves some of the most vulnerable in our community. They have been asked to not come if they are sick, and well as monitor possible illnesses in the senior’s homes. Many of these seniors desperately need the services that we provide. We want to be there for them as much as possible.

**WIOA:** All Career Centers are open with the exception of Randolph. Randolph County is closed to the public, and accepting visitors by appointment only. Many of the staff are working from home contacting and supporting their clients from there. Other centers that are open are using preventative actions listed above.

**Should you have any questions or concerns at all, I encourage you to speak with your supervisor, program director, Lisa Spencer, or myself. There is no matter too small or too large, we want to be sure all information is being handled appropriately.**

**We are a team, and we will get through this together. Be safe and healthy, continue to support each other!**

All my best,

Krystal
A message from the Management Team of Regional Consolidated Services (RCS) regarding the current:

In this unprecedented time of uncertainty, we want to assure everyone that the management of RCS is working hard to come up with creative ways to continue to serve our clients. Although it is important to understand, the situation for each work area is fluid and has the potential to change quickly. We will continue to update this statement as needed. All decisions being made are based upon recommendations and declarations of federal, state and local health departments.

**RCS Administrative Office** in Asheboro, NC is currently open. We are practicing good social distancing as well as washing hands often and sanitizing heavy traffic areas.

**RCS Head Start** – (in the three NC Counties: Alamance, Caswell, and Randolph) has closed for 2 weeks for the children. Staff are working to report to work and create lesson plans that will be available for parents to pick up.

**RCS Home Care** – (Randolph County) Clients are continuing to be served, with a strong emphasis on the health and conditions of the client as well as those in the homes. Personal protective equipment (PPE) is being utilized.

**NCWorks Career Centers** (in five NC Counties Alamance, Montgomery, Moore, Orange and Randolph) – staff are currently working using the same practices that the RCS Admin office is utilizing.

We are implementing a flexible attendance policy that will allow for federal, state, and local health department recommendations to be utilized to the best of our ability. We have asked staff who are sick not come to work, and will conduct daily surveys of staff who report to work. We also have implemented an only essential travel policy.