

Bernal, Camila

Importance: High

From: Maria C. Alonso <alonsom@unitedwaymiami.org>
Sent: Monday, March 16, 2020 5:09 PM
To: DL: United Way Staff <AnsinBuildingStaff@unitedwaymiami.org>
Subject: COVID Important UPDATES
Importance: High

Team,

As we continue to actively monitor local novel coronavirus (COVID-19) updates and measures taken by our public and private sector partners, our Executive Staff Team is making decisions with your safety, and that of our community, at its core. Given the fluid and rapidly evolving nature of the pandemic, and the need to “flatten the curve” and mitigating community spread, we must remain nimble in our ability to make decisions based on the latest intelligence and guidance available to us from our local government, public health and medical professionals, federal resources such as the U.S. Centers for Disease Control and Prevention (CDC) while remaining responsive to emerging needs as escalated by Miami Dade County Emergency Operations Center. To that end, following please find updates to our operations **effective Tuesday, March 17:**

Staff shifting to (largely) telecommuting

While the Ansin building and Michael B. Fernandez Children’s Advocacy Complex will remain open, effective Tuesday, March 17, our staff will largely be working remotely. We will have minimal number of staff that will keep our operations going on-site with most of our work completed remotely. Teammates without home computers have been loaned a laptop so that assigned work plans can be completed. It is important to underscore that your work, interface with donors, nonprofits, corporate and other community partners will continue to represent United Way of Miami-Dade and as such, we ask that you take every precaution and comply with all data and system requirements as if you were in the office. Our phones should be directed to our cell phones so that we can continue to take care of our constituents. Supervisors will be following up with their respective teams and provide additional details up to and including rotation schedule for limited, on-site staff. Lastly, it is important you continue to adhere to the CDC safety measures including social distancing while you telecommute.

It is important to note that inherent in our role as staff of United Way, we are expected to help address community needs. As such, all staff that is able to volunteer, may be called upon to do so. That means all staff that has not self-isolated due to domestic or international travel themselves or someone in their household, have compromised immune systems or other health concerns, or is feeling ill, may be needed in the days and weeks ahead to help ensure our community is taken care of during this precarious time – from our older adults to our working families and their children. Please continue to take every precaution

All business-related travel (both domestic and international) has been cancelled or postponed. Anyone with personal travel plans in the coming weeks is asked to follow the *duty to report* guidelines included in email from HR.

Center for Excellence in Early Education / EHS-CCP sites

Shifting to a largely remote work environment means our CFE will be closed through March 27, what would be the end of Spring Break. We are grateful to the teachers that kept participating staff’s children focused on tele-learning assignments and otherwise safe and happy today – and thankful for the delicious food provided. We will communicate any changes as a result of any future MDCPS schedule change. I am also pleased to confirm that diaper and food

distributions were completed today to ensure the families of the children served by our EHS-CCP sites have the needed supplies while our sites are closed.

Center for Financial Stability / Mission United

All Center for Financial Stability and Mission United client services will continue to be provided by appointment only, and virtually. By so doing, client travel time will be reduced, response time will be increased all while ensuring the safety of our teammates and our clients. Should you know of anyone that needs to schedule an appointment, please contact:

- Mission United: Call (305) 646-7130 or email missionunited@unitedwaymiami.org
- Center for Financial Stability: Call (305) 646-7171 or email financialstability@unitedwaymiami.org

Internal & External meetings

Effective immediately, all meetings will shift to either video conferences, webinars or conference calls – including all governance meetings with our volunteer leadership. Having started with our Women United Breakfast last Thursday, all special events scheduled through end of April have been cancelled or postponed. We will keep you apprised of status of meetings and events in May and June.

- Wednesday, March 18 – *Volunteers on Tap*
- Thursday, March 19 – *Young Leaders Happy Hour for a Cause*
- Saturday, March 28 – *Small Business United Volunteer Day*
- Sunday, April 5 – *Young Leaders Build Your Own Brunch (BYOB)*
- Friday, April 10 – *Youth Institute College and Career Exploration / LINC Agency Tour*
- Tuesday, April 14 – *Business Breakfast: Financial Fundamentals*
- Saturday, April 18 through Saturday, April 25 – *National Volunteer Week Events*
- Tuesday, April 21 – *Older Adults Forum*
- Wednesday, April 22 – *Women United Let's Do Lunch*
- Saturday, April 25 – *LINC Senior Prom*
- Other: United Way organized meetings such as board, committee and other governance meetings will shift to another format such as teleconference meetings.

Volunteer Recruitment

We continue to work collectively with nonprofit partners and the County's EOC to ensure the most vulnerable members of our community are safe and healthy. In response to COVID-19, we have a few immediate volunteer needs posted on the [VolunteerMiami](#) site, including helping deliver the "grab-and-go" meals at four schools, 9:00am-12:30pm as well as meal box assembly at Feeding South Florida, 8:30am – 4:30pm, Tuesday through Friday of this week. Thank you to all those that signed up to make calls to ascertain meal delivery needs for older adults served by Southwest Social Services today or tomorrow.

Community Impact

As a direct service provider and a grant-making organization, we're working closely with our staff, impact partners and grantees to understand their contingency plans as well as the areas of greatest need for vulnerable families and small business owners who are already, or will be disproportionately, impacted by reduced hours, closures and other measures as a result of the pandemic.

COVID-19 Emergency Response Fund

United Way is working with other funders in the community to establish and activate a Miami-Dade Pandemic Fund to respond with emergency assistance to individuals, small businesses and nonprofit organizations impacted by the pandemic. The fund will allocate resources to service providers responding to the current COVID-19 pandemic in ways that address short-term impacts and build long-term economic resilience in our community. More details to follow.

Florida Election Day

Please remember that Tuesday March, 17th is Election Day. If you have not done so already, please take the time tomorrow to go vote. You can check to make sure you are registered and see your polling location [here](#). Please note

some polling places (Senior Centers, schools, etc) have been relocated due to COVID-19 restrictions. For polling location changes, please click [here](#).

It is critical that you take every measure to ensure you and your family remain healthy and safe. We will continue to keep you posted on impacts to our current contingency plans as the situation continues to evolve and change. It is equally as important to know that we have overcome crises before and this too shall pass. Please share and fully leverage the [coronavirus resources](#) our team has created for use in our community as you deem appropriate – and stay informed.

Thank you for all you do, every day, to build a stronger and resilient Miami!

Maria C. Alonso

President and CEO
United Way of Miami-Dade
305-646-7090 office

Fight for a stronger Miami.

Join us now.



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STRONG**



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