



TO: All Boys & Girls Club of Paterson and Passaic Employees

FROM: Wendy McGuire, Chief Executive Officer

DATE: March 16, 2020

RE: COVID-19 Club Impact

This is a challenging time and it has been an especially difficult week for all of us. First and foremost, I would like to thank each of you for your leadership and dedication. You make the Boys & Girls Club of Paterson and Passaic a positive place to learn and a safe haven for our amazing kids. Things have moved very quickly this week and due to the Paterson and Passaic District School closings, we have made the difficult decision to close all of our programs and buildings effective immediately.

We will continue to follow guidance from the School Districts and Department of Health as to when we are able to safely reopen our programs and buildings. Currently, Paterson Public Schools are closed until April 1st and Passaic until March 29th, but these are tentative dates and given the uncertainty regarding the spread of the virus, closing dates may be extended.

We are working diligently to minimize the impact on each of you while properly positioning the organization to reopen and to ensure the long-term future of our Club. Unfortunately, given the closure of the programs and Clubhouses, all Youth Development Specialist, Teachers and Lifeguard team members are temporarily laid off - effective immediately. Please be advised that this is a temporary layoff. The Club intends to reinstate all affected employees as soon as it is safe for us to do so and no later than June, when the Club's summer programs are scheduled to begin.

This decision was not made lightly, and we deeply regret the hardship it will place on you and your families. In response, all team members who are being temporarily laid off today will receive an additional \$50 in their next paycheck. In addition, New Jersey also provides Temporary Disability and Family Leave Insurance benefits to those who qualify.

Given the current situation, the Club has decided to temporarily modify its Paid Sick Leave policy to provide you with the option of receiving a payment of your accrued unused sick leave at the time of your layoff. Alternatively, you may choose to retain your accrued unused sick leave for use after you are reinstated. You must notify us by the end of the day today if you are electing to receive a payment of your accrued unused sick leave at this time. Otherwise, we will deem you to have elected not to receive this payment and you will retain your accrued unused sick leave balance for use after your reinstatement.

Please email Marc Sturiale at msturiale@bgcppnj.org by end of day today if you are requesting to use your accrued sick leave. You will need to enter in your time daily in Inova and classify it as sick leave until your accrual is exhausted. For unemployment, you will need to report that you were paid for the number of days covered by your sick leave based on your normal work day hours. For example, if you have 20 hours of sick pay and you normally work 4 hours per day, you will need to report to unemployment that you worked an additional 5 days.



There is a lot of information to absorb, and we are available to assist each of you through this process. You can contact your Director of Operations directly or reach out to the individuals below. We are here to help.

Wendy McGuire, wmcguire@bgcppnj.org, 973-279-3055 x 230
Marc Sturiale, msturiale@bgcppnj.org, 973-279-3055 x220
Sandra Damjanovski, sdamjanovski@bgcppnj.org, 973-279-3055 x 241

We are actively engaging with our Boys & Girls Club colleagues throughout the state and country as well as the Federal Government to provide financial relief for all of our team members and we want you to know that our goal is to return to full capacity as soon as it is safe to do so.

There is much about this unique crisis that is unknown. But one thing that I do know is that our Club will weather this storm. I am committed to doing whatever it takes to get us back to having our extraordinary team back in place and our amazing kids back in our programs. At some point, this crisis will be behind us, but for now, we will continue to stay focused on gathering the resources we need to open our doors once again.

In the meantime, please stay safe and follow the guidelines provided by the [CDC](#), [WHO](#) and [NJDOH](#) and closely monitor your own health to protect you and your family's continued wellbeing.

Additional information:

For guidance on the various paid time off options available to employees, please visit: [New Jersey Department of Labor & Workforce Development Coronavirus \(COVID-19\): What You Should Know](#)

Center for Disease Control (CDC): <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

World Health Organization (WHO): <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

New Jersey Department of Health (NJDOH): <https://www.nj.gov/health/cd/topics/ncov.shtml>

New Jersey Unemployment: <https://myunemployment.nj.gov/>

New Jersey Earned Sick Leave Law: <https://www.nj.gov/labor/worker-protections/earnedsick/law.shtml>

NJDOL Benefits and the Coronavirus (COVID-19): What You Should Know: <https://www.nj.gov/labor/worker-protections/earnedsick/covid.shtml>