



COVID-19

A message from our CEO | March 16, 2020

We hold with great pride the culture we have built within our team over the years - one of trust, respect, and integrity. This unique culture has created an organization that cares deeply for the customers and communities we serve. We see our work as Heart-work. Today we are living through an ever-changing environment with the rapid spread of the COVID-19 pandemic. It is unsettling and concerning for all and our heartfelt thoughts go to those who have been impacted by the virus. We are taking prudent steps to protect the safety and well-being of our staff, partners, and customers.

Steps taken to date include:

- Increased frequency of cleaning/disinfecting community spaces;
- Practice heightened hygiene measures by our staff;
- Our employees have been instructed to follow CDC guidelines and closely monitor their health. Should they feel ill in any way they are to stay home, we ask our customers to do the same;
- Practicing social distancing, eliminating sharing of items such as pens, paperwork, creating additional space between common work areas;
- Development of virtual workshops-several should be online this week to enable customers to continue advancing toward career goals even with fewer in-person engagements;
- In the event of office closures, customers will be given information through their case manager on participation requirements, how to access services, and how to stay in contact through the use of virtual meetings;
- For any open hiring recruitments currently planned, interviews will be conducted virtually;
- Cancellation of all non-essential travel and moving to telephonic or video conferencing meetings instead.

With information changing moment by moment, our leadership team and Human Resources are monitoring the advice provided by the Center for Disease Control (CDC), World Health Organization (WHO), and Washington State and Regional Departments of Health to ensure we are working with the most current information at all times.

While there are many unknowns, there is one certainty that we hold onto: we have a strong team of dedicated employees who have already risen to the challenge and will continue to do so. How we work and how we deliver services will change and it will require all of us to modify our behaviors. Our commitment is to communicate with our staff and customers about changes as they occur.

We are working with our partners to determine the appropriate steps for each area and region where we work. Information will be updated on our website, www.careerpathservices.org and daily and on our social media sites. It will be organized by region, office, and program. Thank you for your patience as we all work together to reduce the spread of COVID-19.

Warm Regards,
Cami Eakins