KANSAS CITY & VICINITY

Workforce *development* Board

March 16, 2020

Dear Kansas City & Vicinity Board of Directors:

The Full Employment Council will execute the following to respond to the COVID-19 VIRUS:

1. Emergency Contact Information for All Board Staff are attached.

2. Maintenance of Job Center Operations in case of Staff Center Shortages or Center Closures.

A) In case of staff shortages the following protocols will be executed:
In the KCV Region the following offices will be closed or operating hours reduced ONLY IF CLOSINGS ARE ORDERED!

The Affiliate/Branch offices located at:

1) Raymore, Missouri - Cass County Branch location
West Central City Missouri Community Action Agency
208 W. Walnut – Raymore, MO 64083
2) Kansas City, Missouri - Platte County Branch location
11724 NW Plaza Circle, #500 – Kansas City, MO 64153
3) Richmond, Missouri - Ray County Branch location
103 East North Main Street – Richmond, MO 64085
4) South Kansas City, Missouri - Prospect location
6025 Prospect Ave. – Kansas City, MO 64130

The Comprehensive Centers located in KCMO region will remain open:

1) FEC/Missouri Job Center
1740 Paseo Blvd. – Kansas City, MO 64108
2) Maplewood Community College
3100 NE 83rd Street, #2100, Kansas City, MO 64119

B) In case of ALL mandatory office closures, FEC will work mobile to the maximum extent feasible, with staff utilizing cell phones to interact with clients or via email for those clients that have internet. FEC will post messages on its website and update to maximum extent feasible.

C) Partner Impact will be minimized through email and cell phone.
FEC will communicate with partners regarding staff reductions or office closures.
FEC will develop a partner email list to update partners on ongoing efforts through the CEO's email correspondence.

D) FEC has already ordered masks and gloves for all career center staff in comprehensive and branch offices.

E) FEC will institute alternating staff protocol where staff in the center will alternate duties between face to face contact and non-interface with clients.

F) FEC staff will be allowed to work from home based on the following criteria:

1. During the time of high alert and when authorized on week-by-week intervals by Senior Management (CEO/COO/CFO)
2. Based on written request to Senior Management via e-mail

G) All FEC STAFF will remain internal with no external visits to partners or employers until further notice with the following exceptions. The following staff will be able to work from home immediately if excused via written request and Dr.'s authorization is required.

1. **Staff with compromised immune systems**
2. **Staff 65 years of age and over**
3. Staff who have temperatures over 99.8 or over and/or have extreme cough, shall not come in! If they do, management is directed to send them home immediately
4. Staff that are ill will take sick or annual leave, and will not be allowed to work from home as they must rest and recover!

H) This is an ever changing circumstance and all situations have not been anticipated. If there are questions feel free to email me directly!

The Full Employment Council and the partnership team members, are all striving to insure the safety, security, and financial well-being of our team members, job seekers, employers, and the general public we serve! We are all part of a community that did not cause this pandemic but as a team will work jointly to reduce its spread and enable our communities to recover. If you have any ideas or suggestions, please send them to me or inform your team leaders via email or conversation. You are seeing this plan that we are submitting to the OWD Team in Jefferson City, Missouri because we want you to know that the OWD Leadership and FEC are working jointly for the welfare and benefit of our communities. Furthermore, the leadership team of FEC will be working with you and our partner leadership team to respond in real time to these events as they occur. We are with you and you with us! This plan will be amended as required.

Emergency Contact per Career Center:
Independence Career Center Emergency Contact | Richard Salazar – rsalazar@feckc.org
Cell: 816-309-6195
Northland Career Center Emergency Contact | Allan Hedrick – ahedrick@feckc.org
Cell: 816-616-5254
Central City Career Center Emergency Contact | James Bryant – jbryant@feckc.org
Cell 816-674-6645

In addition: Central City Career Center
Clyde McQueen | cmcqueen@feckc.org - Cell: 816-914-9445
Shelley Penn | spenn@feckc.org - Cell: 816-914-3963
Tirhas Kidane | tkidane@feckc.org – Cell: 816-916-4780

Thank you and together in team!

Clyde