



Coronavirus (COVID-19) Action Plan

March 16, 2020

To protect the health of our team, families and communities, we are taking the following actions during the coronavirus (COVID-19) crisis:

The CRWP office will be closed effective March 17, 2020. Our team members who are not on leave or vacation will work from home during the office closure. Your patience is appreciated during our transition to remote work. Staff will be available via e-mail and at their normal office phone extensions.

Until further notice, CRWP staff will not attend in-person meetings, site visits, or events and our educational programs are postponed. We have the capacity to hold phone or web conferences and will schedule them as needed.

Please communicate with CRWP digitally whenever possible during this time. We accept electronic signatures and scanned documents via e-mail. We appreciate receiving invoices via e-mail and payments via online bill pay or direct deposit. For information needed to pay CRWP using these methods please contact Linda Moran lmoran@crwp.org or Heather Elmer helmer@crwp.org.

Members of our team are encouraged to take leave if they are not feeling well and to care for their family members.

We will continue monitoring this situation and follow the recommendations of the Centers for Disease Control, World Health Organization, Occupational Safety and Health Administration, Governor of the State of Ohio, Ohio Department of Health and County Health Departments. We will continue sharing information regarding COVID-19 and how to reduce transmission of this and other infectious diseases with our team.

Our office closure will be re-evaluated weekly.