

## STAFFING

Although TAASA has enacted a work from home option for all staff, we understand this is a privilege not afforded to direct service providers. Please know this will not impede our response time. We are available to you at anytime.

TCFV is working concurrently by providing guidance for domestic violence shelters. We defer to our sister coalition for all questions or concerns regarding domestic violence services during the coronavirus pandemic.

While many of you have implemented the process of telework and/or teleconferencing to conduct various advocacy and counseling duties, this unprecedented pandemic brings with it the potential of a reduction or ceasing of all business activities. In order to ensure staff are paid in the event of an office closure (such as closing due to COVID-19 pandemic) your program must refer to a paid administrative leave policy in your handbook.

**We strongly recommend ALL programs review and/or implement an administrative leave policy to be effective immediately. (Utilize the protocol necessary to enact such a policy at your agency i.e. board approval, etc.)**

Sample policy:

Paid Administrative Leave: In the event of an Act of God (i.e. tornado, flood, pandemic health crisis) SA/DV program ABC may have to temporarily reduce or cease business activities. If this were to occur, staff may be placed on paid administrative leave. For more information on this topic please contact Rose at [rluna@taasa.org](mailto:rluna@taasa.org) or Tim Love at [tlove@taasa.org](mailto:tlove@taasa.org)