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## BYLT Update - COVID-19 Procedures

1 message

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Mon, Mar 16, 2020 at 3:00 PM

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Cc: Robert Smail <robert.l.smail@gmail.com>

Hello all,

As we continue to closely monitor the COVID-19 situation evolving in our community, we greatly appreciate your flexibility and input as we try our best to prepare BYLT to continue to keep staff and volunteers safe and ensure we can continue our mission work - although it will look a little different for the next few months.

We are now at a point where telecommuting is no longer just an individual offer to you, it is now more of a group directive.

Immediate actions:

1. Please review your calendars and ensure all meetings and events are canceled or postponed.
2. Please prepare for telecommuting starting Tuesday, March 17.
3. Set up a time to talk with your supervisor (E or E) to go over priorities and shifting focus, as allowable.

### **The following COVID-19 response plan is for March 17 – April 3.**

Telecommuting is being “prescribed” (for lack of a better word) across BYLT according to one’s ability to efficiently meet their particular job duties at home, balanced with an overall reduction of people in the office at one time. Some people’s job duties require more in-office time than others (e.g., need to use the printer or access hardcopy files regularly), and some people are less able to work from home than others (based on the nature of their work, bad cell/broadband service, or other obstacles).

We need to discuss the schedule for individuals based largely on job duties related to the physical office. (Please keep in mind that there may be a required quarantine, in which case everyone is fully telecommuting. So please prepare or let us know how this limits you.)

The purpose of telecommuting is to prevent possible spread and exposure to the virus. In order to meet that need and also keep the security of our processes and info in mind, you are expected to work from a home office, and not a public venue such as café or library where other people congregate and wireless connection is not secure.

Anyone telecommuting can still come into the office if needed to use BYLT equipment/supplies or for key staff meetings, etc. Also, note that fieldwork should continue relatively unaffected. Of course, keep in mind social distancing and hygiene recommendations.

Other steps:

- After discussions today, we are instituting the telecommuting schedule to minimize potential exposure and to maintain a hygienic office environment. During this time, the only non-staff permitted in the office is for business-related matters.

- Try to replace face-to-face meetings with phone meetings. If it is considered absolutely essential to meet in person, do so only with mutual agreement by both parties – don't assume. Choose a site that does not have high frequency of people, e.g. BYLT office, landowner's home, on BYLT preserve, etc.
- Speaking of phone calls, for the next month or so, encourage folks to communicate with you by email rather than the office phone. We'll update our voicemail system and website to reflect this. That said, please note that you are not required to give out your personal cell phone number for work reasons.
- We will be reevaluating our cap on cell phone reimbursement. Retroactive to March 1, you may submit for reimbursement of any cell phone costs that are BYLT-related. Attach a copy of your phone bill to the reimbursement sheet that you give to your supervisor.
- BYLT will pay for reasonable broadband or hot spot costs if you need that to effectively work from home. Please talk to your supervisor if you need this, or any other reasonable accommodation that I'm not thinking of.
- Note that our stepped-up cleaning of the office will continue, in an effort to keep the office itself as hygienic as possible. I'm sure you're all doing well with the hand-washing, but to be clear, when you come into the office, please make sure you stop by the bathroom first and do the 20-second soap-and-water wash, and wash again as needed throughout your time in the office.
- Please cancel your participation in community events (e.g., Chamber meetings, tabling, etc.) and cancel/postpone any BYLT events that would draw a crowd or put people in close proximity to each other.
- Those of you that work with volunteers and contractors need to extend the hygiene and social distancing precautions to those working on behalf of BYLT.
- Our Board and Committee meetings will be done via Zoom. Please let your supervisor know if you need to host a meeting during this time and it can be arranged.
- If you or someone in your household begins to show symptoms of a cold, flu, respiratory illness, COVID-19, or any contagious sickness, let your supervisor know ASAP and do not come into the office.
- Please keep in mind an extension or adjustment to this temporary policy may be needed, as we will react to ever-evolving advice from health officials.

Another item we would like to discuss is:

- ***Is there a meaningful temporary action(s) that BYLT can take to help the public cope with the pandemic? Can BYLT's special connection to protecting farmland and the healthy outdoor environment be leveraged to serve the public in this time of need?***

Erin & Erika



***Read about our vision for a resilient future  
in [BYLT's 2020-2024 Strategic Plan!](#)***

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