

CEO Report: 2021 Operating Plan Roadmap



Remote Operating Plan

Jan 1-July 5

Remote operations with minimal staff presence at the building. Office remains closed to clients and non-staff. Some limited home-based in person services.



Summer Transition Plan

July 6-Sept 8

Building is reopened Mon-Thurs 8:30-5:00, work remains remote all other open hours. Admin staff on site during open building hours, other staff have opportunity to work on site. Vaccine policy in place.



New Normal

Beginning Sept 9

Full return to office-based operation and in-person services, with new office locations and mixed in-person/remote schedules.

CEO Report: Summer Transition Plan

July 6-Sept 8

This period will help us shift from remote to in-office work, while aiming to work out any building use issues and ease into a comfortable return to the “new normal” on Sept. 9.

Summer transition plan main components are:

- JFS building is open Mon-Thurs 8:30-5:00 for staff work and meetings, remaining remote Mon. evening and Fri.
- Admin team is on-site during open hours. All other staff may work in the building based on their schedules. Managers can hold supervision and team meetings in-office.
- An office/desk sharing system is in place so that no office holds more than one person at a time. Drop-in spaces will be reduced capacity.
- JFS vaccine policy.

Additional components of the plan will be communicated June 15th:

- Final schedules and office locations incorporating office sharing.
- Guidance on masks, social distancing, and other safety protocols.
- Plan for visitors and clients.