

March 2020

Dear Board,

Firstly, thank you for the opportunity to work from home during this virus outbreak. I greatly appreciate that I'm able to do this, as many do not have this option – so thank you very much.

During this time, I will be working from home during my normal scheduled hours; Tuesdays and Thursdays from 12-5pm, Wednesdays from 9am-2pm and Fridays from 8am-1pm. I have turned off the answering machine on the office phone, so that only digital voicemail will be utilized; this way I am able to check the office voicemail from home and won't miss any voicemails left on the machine. I have also changed the main greeting of UUCSC's voicemail to reflect that services are cancelled and all activities are cancelled until further notice due to the outbreak, and that I will be working from home during my normal business hours.

I have placed signs on the doors indicating UUCSC is closed as well. I have called each AA lead to let them know their groups are allowed to meet; each one of them was **extremely** grateful for this, and reassured me they would utilize the hand sanitizer in the Oneto Room, empty the trash as needed, and use Lysol on any tables or surfaces they may use. I have left trash bags and Lysol on the kitchen counter next to the sink for them to find easily.

I will be removing events off the calendar week by week, since we do not know yet how long this period of time will last. The calendar is listed as a "feed" on the website, therefore if anyone goes to the UUCSC website they will see no activities listed, except for the AA meetings.

Natalie will be collecting the mail; I will periodically be coming to the office sometime during my working hours in order to collect bills, payments for Jeff to deposit, pledge cards, and check writing. I hope to minimize how often I'll be doing this, and Mary Alice will meet me from time to time in order to sign checks (some of our bills are paid by a check vs. online). If I for some reason become ill or someone in my family does and I'm not able to make it into the office, I will inform Natalie, Rev. DL and Mary Alice immediately.

As I am writing this, I am using our 2<sup>nd</sup> backup hard drive in order to copy the files from the office computer to take home with me – this way the 1<sup>st</sup> backup drive will stay here in the office for safekeeping, still plugged into the PC.

I hope you all stay safe and well, and again, thank you so much for allowing me to work from home during this pandemic. It feels surreal to be writing these words!

Kindest Regards,  
Karen