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March 13, 2020

RE: Important Operations Update re: COVID-19

Dear MAAC staff,

We learned today that most schools across San Diego County will be closed for a period of at least three weeks, beginning Monday, March 16, 2020. In consultation with the Office of Head Start, we have made the decision to close all MAAC Child Development Centers, beginning Monday, March 16, 2020 with an anticipated re-opening date of April 6, 2020. In addition, we have followed the recommendations of the Sweetwater Union High School District and will close the MAAC Community Charter School for the same time period. While school sites will be closed to students, staff will continue reporting to their worksites. At this time, all other operations will continue as normal. We will continue making adjustments as circumstances change.

We understand the disruptions created by COVID-19 directly impact all of us and our families. Please work with your supervisors, should you require use of your Annual Leave to address your personal circumstances.

As a reminder, per CDC guidelines, if you are sick, please stay home. If you are positively diagnosed with COVID-19, or come into contact with anyone that has been positively diagnosed, please self-quarantine and contact MAAC Human Resources immediately.

Our priority remains keeping our staff and participants safe and well-informed while doing what we can to help minimize the potential spread of the Coronavirus. We thank you for your cooperation. If you have any questions, please contact your immediate supervisor.

Sincerely,

A handwritten signature in blue ink, appearing to read 'L. Malpica'.