



To: All Crossroads Employees
From: President/CEO & Executive Management Team
Date: March 13, 2020
Subject: COVID-19 (Coronavirus Disease 2019) Update 03.13.20

MEMORANDUM

As conditions and recommendations evolve regarding COVID-19, our Leadership Team has been monitoring announcements and updates from health authorities, and problem solving around its impact on our mission, our staff and our clients. The safety of our clients and staff is of the utmost importance and we want to share some of the most recent steps we have decided to take to reduce the risk of COVID-19. We are continuing to provide services, with the below modifications:

1. Effective March 13th, the Crossroads Job Center, located in Citrus Heights has been closed. Staff will continue to provide client and stakeholder support remotely and will continue to be available via email and phone during normal business hours.
2. Also, effective March 16th, Our Corporate Office, located at 9300 Tech Center Dr, will be closed. Staff will continue to work remotely from home or an alternate Crossroads' location. Staff will remain available via email and phone during normal business hours.
3. Both our Corporate Office and Job Center are scheduled for Disinfecting the week of March 16th.
4. All Staff with symptoms of respiratory illness (shortness of breath, cough, fever) will be required to stay home.
5. All travel has been suspended until further notice.
6. In person meetings are limited to matters that are essential to business continuity.

Crossroads is not currently aware of any clients or staff who have COVID-19. We want to assure everyone that we will continue to be as transparent as permitted.

Thank you for your flexibility during this rapidly evolving time. Take care of yourselves and rest assured we will continue updates as we get new information.

MANAGERS PLEASE PRINT, POST AND SHARE