



# MEMO

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DATE: March 15, 2020  
TO: All Nurtury Staff  
FROM: Laura Perille, CEO  
RE: **IMPORTANT UPDATE – Coronavirus: ALL CENTERS WILL CLOSE FOR TWO WEEKS**

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**All Nurtury programs will temporarily close for two weeks beginning Tuesday, March 17, 2020 and through Friday, March 27, 2020.** Our last day of child care in our centers is this Monday, March 16, 2020. During closure, we will continue to assess and update families, staff, and providers regarding plans to reopen. However, *we can't predict how these circumstances will develop, and will notify everyone.*

Here's what you need to know:

- **There will be no interruption in your pay for the temporary closure while we transition to a remote work schedule from (3/17/20-3/27/20).**
- The Professional Development Day planned for program staff will be postponed.
- Employees scheduled to work their regular work schedule during this agency closure will be paid their regular standard hours.
- Employees who have been approved for Vacation/Personal Day during this agency closure will not be required to use accrued Vacation/Personal time.
- Employees who are already out on an approved FMLA:
  - FMLA is unpaid, and therefore, your time away from work is still unpaid. However, as with all approved FML, employees can use any accrued time they have available to them.
- Employees currently out of work due to non-work related injuries will not be affected by Nurtury's temporary closure, and have the option of using available accrued sick hours.

We remain committed to your health, safety, and well-being, as well as the children and families who depend on us for care. During the closure we will work together to organize support for the entire Nurtury community. Please do not be afraid to report flu-like symptoms, especially those related to travel or direct contact with a confirmed COVID-19 case. Talk to your supervisor about support you and your family may need--anxiety and misinformation are not good for you, your colleagues, or your loved ones.

Thank you for working together, caring for our children, and helping their families through this challenging time. We are grateful for all that you do. **Please contact [HR@nurturyboston.org](mailto:HR@nurturyboston.org) with any questions or concerns** and continue to let your Program Directors and key Central Office colleagues know of your concerns and questions. We will do our best to find answers and support your needs.



# Operations Updates

March 15, 2020

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**IMPORTANT: Your supervisor/manager will be in touch with you directly to discuss your scope of work during this temporary closure.** Please schedule time on Monday to gather laptops, charges, and files that you need while working remotely.

The following is a list of senior leaders who will play a key role in actively communicating with you. Program Directors will be the primary source of communication for our families and providers, during the temporary closure.

<b>Laura Perille, CEO</b> 617-331-3797 <a href="mailto:CEO@nurturyboston.org">CEO@nurturyboston.org</a>	<b>Chris Cesario, VP Human Resources and Operations</b> 617-839-9019 <a href="mailto:chris@nurturyboston.org">chris@nurturyboston.org</a>	<b>Carol Campbell, VP Programs</b> 617-839-6890 <a href="mailto:cmapbell@nurturyboston.org">cmapbell@nurturyboston.org</a>
<b>Jaye Smith, Chief Advancement Officer</b> 857-707-0376 <a href="mailto:jsmith@nurturyboston.org">jsmith@nurturyboston.org</a>	Finda Leno, PD – Learning Lab 617-413-4071 <a href="mailto:fleno@nurturyboston.org">fleno@nurturyboston.org</a>	Barbara Roberts, PD - FSH 617-894-1556 <a href="mailto:broberts@nurturyboston.org">broberts@nurturyboston.org</a>
Dorothy Wilson, PD Mt. Pleasant 617-875-4822 <a href="mailto:dwilson@nurturyboston.org">dwilson@nurturyboston.org</a>	Nicole Plummer, PD - Horadan Way 617-997-7346 <a href="mailto:nplummer@nurturyboston.org">nplummer@nurturyboston.org</a>	Suzyann Miller, PD – Harvard St. 857-383-8553 <a href="mailto:smiller@nurturyboston.org">smiller@nurturyboston.org</a>
Mayra Rosado 617-939-8550 <a href="mailto:mrosado@nurturyboston.org">mrosado@nurturyboston.org</a>	Nilda Chajon Navas <a href="mailto:nnavas@nurturyboston.org">nnavas@nurturyboston.org</a>	

Do not be afraid to report flu-like symptoms, especially those related to travel or direct contact with a confirmed COVID-19 case. Education and communication truly are our best tools against COVID-19. Each of us can [help reduce exposure](#): refrain from shaking hands, practice social distancing, wash your hands for at least 20 seconds, and practice proper sneeze and cough etiquette. Your good habits help protect others.

Contact [HR@nurturyboston.org](mailto:HR@nurturyboston.org) if you have any questions or concerns.

For more information visit [Department of Public Health's](#) , [CDC](#), and monitor [Nurtury Coronavirus](#) page daily.