

# RITE OF PASSAGE

IMPROVING THE LIVES OF YOUTH

March 19, 2020

Dear ROP Colleagues,

During these unprecedented times, the top priority of Rite of Passage is the health, safety and welfare of every staff member and every youth in our care. As an ROP employee you are vital in providing an essential service to vulnerable children in your community and across the country. Your dedication, selflessness and critical work is to be commended and will be remembered when we, as an agency and as a nation, get through this crisis. For your contributions, we sincerely thank you.

ROP continues to monitor CDC, local, state and federal recommendations and implement best practices. We have committed our entire organizational resources to ensure the cleanest, safest and healthiest programs possible in order to stop the spread of the virus. To date, we have implemented the following:

- Established a COVID-19 task force of executive committee members that meets daily to share information, address staff needs and feedback, make decisions and provide resources for staff to perform their jobs.
- Provided training, education and materials to youth and staff based on CDC guidelines and recommendations including strict social distancing practices, frequent hand washing, stringent hygiene practices and an increase in sanitizing and cleaning frequency.
- Successfully negotiated with our supply chains to ensure adequate reserves of food, medicine, sanitation and cleaning supplies are available at each site.
- Limited community contact by restricting access to essential services and staff only. A single point of entry has been established and all visitors are logged and their location is tracked.

ROP has modified operational policies to maximize strict adherence to social distancing protocol including decreasing close contact with people and limiting gatherings:

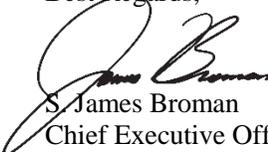
- Admissions screening (Policy 700.121) ensures new admissions receive a health screen by their placing agency or by ROP medical staff or designee prior to admission.
- Community outings have been restricted, including youth work and community service. Home pass policies follow placing agency guidelines, have been postponed or allowed when there is a mental health need. Video conferencing and phone contacts are readily available.

In recognition of the hard work and the sacrifices that ROP staff are making during these challenging times, ROP has implemented the following:

- Staff Paid Time Off (Policy 100.508) that increases annual PTO accrual, provides a PTO cash-out option as well as a PTO bank for impacted employees.
- Perfect Attendance Bonuses (Policy 100.306) provides financial incentives to direct care and critical post staff who consistently provide supervision, education and direct care for ROP's youth and who, if not at work, would otherwise need to be replaced.
- Staff who self-identify as high risk for virus-related complications may opt to be excused from work for an extended period of time, following the PTO and Leave of Absence policies.
- Continually monitor for new local, state and federal employee assistance programs that provide additional financial and health benefits to staff.

In this rapidly changing time, we will continue to provide transparent, open communication and likewise encourage you to continue to communicate with us. Please know that we care about you and are doing everything in our power to keep you and your family healthy and financially secure.

Best Regards,



S. James Broman  
Chief Executive Officer

**RITE OF PASSAGE, INC.**

*"Dedicated to improving the lives of youth, families and communities."*