

WEBINAR:  
Preparing for COVID-19  
in the Jefferson Area

Monday, March 16<sup>th</sup>

Jefferson  
Regional  
Foundation

**Featuring Recommendations From:**

Allegheny County Health Department  
Bayer Center for Nonprofit Management

# Mary Phan-Gruber, CEO Jefferson Regional Foundation



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# Goals For Today:

- 1. Share Allegheny County Health Department & Dept. of Human Services resources and recommendations**
- 2. Offer ideas on policies, practices, and procedures from the Bayer Center for Nonprofit Management for how your organization can adjust your business operations**
- 3. Provide a chance to share your organization's upcoming concerns and needs with Jefferson Foundation Staff (via chat!)**

Note: This webinar will be recorded. A link of the recording and additional resources will be shared broadly in our March Jefferson Community Collaborative newsletter.

# How to Participate Today

- **Participants will be automatically muted – please remain muted throughout the call**
  - 50+ participants registered
- **Ask questions at any point using the chat box on your screen**
  - we will answer as many as possible
  - feel free to reach out 1-on-1 for individual questions

# Jefferson Area Updates

**Foundation requesting that we all make health and safety our #1 priority**

- Cancel convenings and hold larger meetings remotely
- Cancelling Around the Table South (March 18-24<sup>th</sup>) – will reschedule for a future date
- Encouraging organizations completing Census outreach to continue online efforts

# COVID-19 - 2020 Census Outreach Recommendations

- Continue to promote the Census through social media campaigns (resources at [www.jeffersonrf.org/2020Census](http://www.jeffersonrf.org/2020Census))
- Strongly encourage community members to complete their Census online

## Best Practices - Census Assistance Centers

- Take precautions to regularly sanitize surfaces community members may be in contact with including iPads, keyboards, computer mouse and door handles
- Ask community members to clean their hands before using your technology



# Dr. LuAnn Brink

Deputy Director of  
Epidemiology

Allegheny County Health  
Department



# Abby Horn

Deputy Director Office Of  
Community Services

Allegheny County Dept. of  
Human Services



**Stay up-to-date with the latest info from the Allegheny County Health Department by signing up for Allegheny Alerts at:**

**<https://member.everbridge.net/453003085611110/login>**

Updates will be provided as they become available. However, if you have any questions regarding COVID-19, please call the Health Department at **412-687-2243** or visit ***www.alleghenycounty.us/coronavirus*** for more information.



# Helpful COVID-19 Resources

## **The Center for Disease Control:**

- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html#plan>

## **PA Department of Health:**

- <https://www.health.pa.gov/topics/disease/Pages/Coronavirus.aspx>

## **Allegheny County Health Department:**

- <https://www.alleghenycounty.us/Health-Department/Resources/COVID-19/COVID-19.aspx>

**Yvonne Van Haitisma**

**Bayer Center for Nonprofit Management**



**BAYER CENTER FOR  
NONPROFIT MANAGEMENT**

# Helping nonprofits respond through COVID-19



**BAYER CENTER FOR  
NONPROFIT MANAGEMENT**

# Key areas to address

- Protect people
  - Workforce
  - Clients
- Identify key role during outbreak
  - critical services
- Communication plan
- Decision making
- Operational
- Opportunities
- Financial
- Physical plant

# People

- Health (of course)
- Follow medical protocol
- Specify policies
  - Meetings
  - Remote working
  - Paid sick leave
- Emergency contacts updated and distributed
- Emotional and spiritual health

# Mission

- Identify emergency mission
- Critical functions identified
  - Each program should have a brief plan outlined with stages of response
- Coordination
  - Who else provides services to the population you serve?

# Operations

- Data secure and accessible
- Remote working options
- Critical information is accessible
  - Passwords to key email accounts/ systems
- Procedures for mission critical programs documented

# Communications

- External:
  - Update community and clients on plan
  - Website, social media, email
- Internal:
  - Volunteers!
- Set up frequent communication
  - Video conferencing, etc



# Financial implications

- Communicate needs
  - Foundations
  - Donors
  - Other contracts/ sources of revenue
- Earned revenue adjustments
- Budget revisions if necessary

# Productivity

- Remote working best practices
- Encourage communication and calmness

# Technology

- Webinar upcoming on nonprofit technology
- Tech Impact and 501 Commons webinar  
Wednesday; March 18 1:00 p.m.
- [Prepare your Nonprofit for Smooth Sailing Through COVID-19](#)
- Ensure computer and internet access

# Identify different work plan

- New ways of working
- Professional development
- Important but less urgent work
  - Data clean up
  - White paper
  - Research
  - Evaluation
  - ETC

# Resources

## Chronicle of Philanthropy

- [Responding to the Coronavirus Outbreak: Resources to Help Nonprofits](#)

## 501Commons:

[preparerespondserve.org](#)

## Linked-In Learning

- [Building Resilience](#)
- [Working Remotely](#)
- [Managing Virtual Teams](#)
- [Time Management: Working from Home](#)
- [Cultivating Mental Agility](#)

# Kelleigh Boland, Program Officer Jefferson Regional Foundation



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# Grant Updates

We understand that COVID-19 may interfere with scheduled activities for those holding grants. We encourage you to make smart decisions and delay/postpone activities or as necessary if an element of your grant will present risk.

**Please reach out to us one-on-one if you have questions/concerns regarding your grant.**

# Share Your Ideas & Challenges

- What is your organization's biggest challenge related to COVID-19 this week?
- Do you have a great policy, strategy, or way of operating that you want to share with others?



# Contact Foundation Staff:

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## **Survey for Your Additional Ideas**

We'll be sending a survey to gather any additional thoughts/challenges/ideas.