To ensure personnel get paid in the event of an office closure (such as closing due to COVID-19 pandemic or switching to remote work), your program policy MUST refer to paid administrative leave. If you have not already done so, we recommend programs update their policies as soon as possible and get them approved via your Boards of Directors and send into CVAD for approval. Your Board should be able to approve this policy change via email or phone. You can simply copy and paste the sample policies suggested by IowaCASA, which you may find below:

**Remote Work:** Working remotely is permitted only in special circumstances with prior approval from the employee’s supervisor and for specified tasks or projects. With Executive Director approval, a specific job description may be designated as remote in order to attract or retain qualified staff; however, this designation may be removed at any time.  Remote employees are expected to maintain regular work schedules to accommodate the needs of [PROGRAM NAME], and they shall report for duty in [PRIMARY OFFICE LOCATION] when deemed appropriate by their supervisor.

**Paid Administrative Leave:** In the event of an Act of God (ie tornado, flood, pandemic health crisis) [PROGRAM NAME] may have to temporarily reduce or cease business activities. If this were to occur, staff may be placed on paid administrative leave.