

## NATIONAL ABLE NETWORK COVID-19 RESPONSE FAQs

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**Q. How will I know if offices have been closed?**

**A.** The ever-changing nature of this situation means that we may have to implement quick changes. We will be posting updates to our website and social media pages. For the latest information about each of our locations, please visit: <https://www.nationalable.org/contact/>.

**Q. Why have in-person group training and events training been cancelled?**

**A.** The health and safety of our clients and employees are our top priority, and we are taking these necessary precautions to protect each and every one of you.

**Q. Will National Able Network be able to offer training online?**

**A.** Yes. All of our JUMPSTART workshops for the month of March will be offered online. Visit [www.NationalAble.org/calendar](http://www.NationalAble.org/calendar) to register.

**Q. What should I do if I am not feeling well?**

**A.** Please avoid public spaces, including our offices. Contact your local healthcare facility to inquire about being tested. We also encourage you to read this comprehensive [list](#) of recommendations from the CDC.

**Q. Are IT Career Lab classes cancelled?**

**A.** All downtown Chicago IT Career Lab classes will be conducted virtually beginning Monday, March 16, 2020. IT Career Lab classes in the North and West Suburbs will NOT be conducted in person until further notice. Please monitor your email and the IT Career Lab website at [www.ITCareerLab.org](http://www.ITCareerLab.org) for more updates.

**Q. What is the policy for Senior Community Service Employment Program (SCSEP) Participants and Host Agencies? (UPDATED 3/16/2020)**

**A. National Able Network is advising ALL SCSEP Participants enrolled in our programs in Delaware, Illinois, Indiana, Iowa and Nebraska to stay home from their training assignments and all other program-related activities beginning March 18, 2020 until April 5, 2020 and potentially longer. All SCSEP participants will continue to receive regular SCSEP wages.**

**You do not need to submit timesheets during this period. The National Able Network team will submit your hours to payroll.**

**Participants who are on a Leave of Absence will continue to remain on a leave of absence.**

During this coronavirus outbreak and public health emergency, National Able Network will follow the best practices and guidelines of the Centers for Disease Control (CDC) and local public health experts as follows:

- Participants who are symptomatic, were exposed to the virus, or whose host agency is closed due to exposure should immediately quarantine themselves for two weeks using the guidance from the CDC below. They will be paid their regular SCSEP wages and hours during the quarantine. If your participant is under quarantine, we will notify you immediately. Please let us know if your host agency needs to close due to exposure.
- Participants under quarantine will be paid their regular SCSEP wages and hours during the two week quarantine. If you fall under this category, you must notify your career coach immediately. When you contact your career coach, please inform them whether you will have access to a computer and internet during your quarantine. If not, coaches will contact you to update your training hours for payroll. National Able Network recommends that you work on your job search as much as possible during your quarantine and check in with your coach weekly to let them know how you are doing.

We recommend that all participants (regardless of exposure) follow best practices to stay healthy during this public health emergency:

1. Wash your hands thoroughly and often, particularly after you have touched a public area. Hand sanitizer can help, but it is not as good as washing your hands. (We like to sing the alphabet when we wash our hands to ensure we're being thorough.)
2. Do not shake hands!
3. Disinfect your equipment and office area regularly.
4. Cover your mouth when you sneeze or cough (and wash your hands).
5. Avoid touching your eyes or mouth.
6. STAY HOME when you are sick or to care for someone in your family.