Latin American Youth Center WORKSITE ESSENTIAL ROLE POLICY

7.1.2020

As a response to the emergence of a global public health pandemic (COVID-19), LAYC re-affirms its commitment to create a safe and healthy work environment for employees, visitors, staff, program participants and the community at large, and concurrently maintain the continuation of critical services to achieve LAYC’s mission of providing innovative programs that address youths social, academic and health and well-being needs.

This policy establishes the minimum threshold that classifies a ‘worksites essential’ role or a ‘telework appropriate’ role once LAYC is authorized to reopen by state or local government. The below designations are subject to change and may be impacted based on local requirements and capacity limitations. If you have any questions regarding your designation, please contact your direct manager.

LAYC defines a worksite essential role as any role whose primary purpose is to provide direct service to program participants through in-person services such as counseling, teaching, leading discussion groups, providing case management, etc. in accordance with positive youth development research. Research has shown that a positive relationship with a caring adult (i.e. LAYC staff) ensures greater success in academic achievement, social emotional development, resilience, and self-esteem for young people. These relationships are more challenging to develop and maintain in a remote interaction.

Positions classified as worksite essential include but are not limited to: case managers, promotor youth advocates, instructors, resource specialists, after-school site supervisors, education specialists, workforce specialists, job developers, program coordinators, mental health therapists, youth developers, program managers, outreach staff, and all supervisors of these staff. Roles that involve maintaining LAYC’s facilities, security, IT systems, finances, and reception area are also classified as worksite essential. These include receptionist, front desk staff, IT, finance and custodial staff.

Telework appropriate role. This is any role whose primary function is to support program staff. Often these roles involve working with information, data, and donors, among others. These roles include but are not limited to, grant writing, development, human resources, payroll, and learning & evaluation.