

March 16, 2020

NOTICE

Dear Pyramid Partnership Community,

Pyramid offices including the Chicagoland Retail and Hospitality Sector Center will continue to provide services at this time. However, as we are committed to maintaining the safety, health, and well-being of our participants, staff, volunteers, and community at large, no individual should Stop-in or Walk-in without first calling ahead or having already scheduled an appointment.

Further, all services and assistance which can be provided via phone call or email with a career coach or business service representative, will be provided that way. Pyramid is fully committed to supporting its program participants and Pyramid's Career Coaches, Business Service Representatives, Directors and Staff departments will work closely with all its program participants to ensure you are assisted in the fullest capacity during this time while also following public safety measures and directives from State, County, and City officials.

To that end, **Job-readiness Workshops and Orientations are cancelled through Monday, April 6th.** Interview prep, resumes and other job preparation services will be provided during communications with Pyramid Staff whether remotely or if it must be in person, during a scheduled appointment.

We do not take these important temporary measures lightly. Pyramid has a profound sense of responsibility for the health and well-being of its community as well as that of our broader community in Chicago's Loop District. We have an obligation to our staff, our neighbors, and our city to take all reasonable steps to prevent the spread of this virus. At this time, Chicagoans can voluntarily stay at home. The temporary steps we are taking now, are done to help curtail the need for further mandatory initiatives. If your family is in need of a way to stay online during the COVID-19 outbreak, visit: <https://comca.st/2U6oc5Z> to learn more & sign up.

Pyramid strongly urges Chicago citizens enrolled in our programs or who use our facility for job search to voluntarily socially distance themselves unless there is no other recourse than to travel to our offices for assistance. And those who feel they must travel during this time, must have a scheduled appointment. By limiting those who visit our offices during this time, Pyramid can maintain sanitary conditions to mitigate the spread of COVID-19 in our office and with our valued community participants. Our hours of operation are: Monday – Friday, 8:30am-4:30pm. **And while most staff will be working remotely, all staff are available. It is only how we assist you, for everyone's health and safety, which has changed for the time being.**

Pyramid leadership will continue monitoring all news about the Coronavirus, particularly as it relates to its spreading in Chicago and any correlation these cases may have with our own program participants. We will alert our valued community to any additional changes in how we provide services, and their duration, as they arise.

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