

The Old North Church
& HISTORIC SITE

March 23, 2020

Dear _____,

The COVID-19 situation changes daily, and we are continuing to monitor information from Federal, State, and Local authorities regarding the spread of the virus and the latest precautions and directives aimed at your and the public's health and safety. At this time, Old North Church and Historic Site will continue to be closed to the public until further notice. As a result, we cannot prepare a schedule for the frontline staff for April.

In the interest of providing you with the opportunity to apply for Unemployment Assistance, if you are eligible, we have concluded that we must officially lay off you and our entire frontline staff as of April 1, 2020. As we promised, you will be paid through March 31, 2020 if you were scheduled to work during our March closure. The next paycheck you receive on Thursday, March 26, 2020 will reflect your wages for both the current pay period and through March 31, 2020. You can contact the state unemployment office website to determine your eligibility and apply for assistance. Here is the link to the appropriate website: <https://www.mass.gov/orgs/departement-of-unemployment-assistance>.

We hope our site will reopen as soon as possible and that you will return to work here when it does. However, the unprecedented and uncertain impact of this pandemic prevents us from making any guarantees. We can assure you that our Board of Directors and administrative staff are working hard to find ways to sustain the organization during this closure. Old North has been a national beacon of perseverance in the face of great challenges, and we strive for it to continue this important role as we confront the Coronavirus pandemic and beyond.

You will continue to receive updates from us. We wish you health and safety during this time, and we thank you sincerely and deeply for being important members of our team.

Sincerely,

Catherine Matthews and Nancy Csaplár
Interim Executive Directors