March 16, 2020

Dear Families and Community,

Family Outreach would like to remind everyone of the importance of health and safety for the individuals we serve, all employees and the communities we serve. Out of an abundance of caution and care for everyone’s wellbeing, Family Outreach is implementing our **Tier II** agency response plan for COVID-19.

**Tier II Response Activities:**

* Offices will have limited access by the public and staff. Call the office before you come to see if the visit is needed.
	+ Those coming to office must be symptom free. No fever or cough. All visitors will be screened for symptoms.
	+ Upon entering and leaving office all people must wash hands.
	+ In office and community settings, staff will maintain increased social spacing.
* Only essential transportation of consumers in the community. Staffs are to refrain from taking clients to social events and activities.
* All staff will refrain from traveling for Family Outreach related business – such as attending meetings, conferences, training, home visits, and other related matter – and participate virtually.
* All staff doing habilitation services will wash their hands upon arrival and departure from work while in home and community environments.
* Many office-based staff will be working from home.

During this time of concern, please take time to care for yourself and support each another. If you have any questions or concerns, please contact Jackie Mohler or Tyler Tobol 443-3083. Please look to the Family Outreach website and Facebook for updates.

Sincerely,

Jackie Mohler M.Ed., LBA

Interim Executive Director