Dear [Chapter Name] families,

**In an effort to minimize the spread of COVID-19 (coronavirus),** [Chapter Name] is requesting that **you temporarily refrain from and/or limit visiting residential programs beginning [Date]. There are no confirmed cases of COVID-19 in any of our programs at this time. [Please confirm your status and remove this sentence if not accurate]. While there are no formal restrictions on visitation at this time, we make this request in an effort to reduce the potential for transmission into our homes.**

In an effort to balance health and safety with social-emotional needs and prevent isolation, we are offering alternatives for you to connect with your loved ones. [Summary of Chapter plan to sustain family and community connections].

**We remind you that the Office for People with Developmental Disabilities (OPWDD) is requiring providers to ask the following screening questions of all visitors to our programs at this time, prior to permitting them into our programs:**

* **Have you traveled to a country within the last 14 days for which the CDC has issued a Level 2 or 3 travel designation?;**
* **To your knowledge, have you had contact with any Persons Under Investigation (PUIs) for COVID-19 within the last 14 days, OR with anyone known to have COVID-19?; and**
* **Do you have any symptoms of a respiratory infection (e.g., cough, sore throat, fever, or shortness of breath)?**

**If you would answer “yes” to any of these questions upon screening, we ask that you contact [Chapter contact] to discuss visitation options, so we can ensure the people we serve and the staff who serve them remain safe and healthy.**

The health and safety of the people we support, our staff members, and our community remain our highest priority, especially in these extraordinary times. We continue to monitor information from our public health agencies and to implement their recommendations across our programs.

Community is essential in times of crisis, and we appreciate your support and understanding as we work to sustain our connections in creative ways.

Sincerely,

[Chapter Exec]