Dear [Chapter Name] staff,

**In an effort to minimize the spread of COVID-19 (coronavirus),** [Chapter Name] will be **suspending operations of our site-based day programs beginning [Date] This includes [Program names].**

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].** We continue to monitor all guidance from local, state and federal agencies, and will stay in close communication with you about our response as the situation develops.

[Chapter name] did not make this decision lightly. We realize the impact it has on our families, staff and the people we support, however it is critical we take action to limit the spread of illness.

These unprecedented circumstances will require flexibility to ensure we can continue to deliver essential supports and maintain our dedicated staff. [Summary of Chapter plan to redeploy staff/continue wages].

[Chapter Name] continues to emphasize best practices for infection control at all our sites, including [examples]. We are actively working with The Arc New York, the Office for People with Developmental Disabilities (OPWDD), and state and local health departments to develop response plans and procedures that prioritize the health and safety of our families, individuals and staff, while minimizing disruption of essential services.

We appreciate your unwavering commitment to serving our individuals in difficult times, and recognize that our staff may be facing personal challenges as a result of COVID-19 closures and restrictions. If you have concerns about how this situation is impacting you personally or professionally, please reach out to [your supervisor, HR]. We will work together to support our full community through this crisis.

Thank you for your continued patience and partnership.

Sincerely,

[Chapter Exec]