



**Athelas  
Institute, Inc.**



*Providing  
Opportunities  
for  
Achievement  
and  
Growth*

March 13, 2020

Dear Athelas families, friends and community members,

The health, safety and well-being of our individuals, staff and the community at large is Athelas' highest priority. Given this unprecedented time with the concerns to eliminate the spread of the Corona Virus, Athelas has decided to close all day services from March 16- March 27. During this time, all facilities are being sanitized and made ready for re-opening. Homes are also being thoroughly cleaned and sanitized.

Individuals being served in residential homes will be staying at home with staff and provided activities to participate in. They will also be following all safety protocols for hand washing, sanitation, etc. Temperatures will be taken daily as a matter of precaution. Athelas Directors will be reassigning day program staff to work at our homes during their day hours and also to assist residential staff as needed.

Athelas would also ask that anyone planning to visit individuals living in Athelas homes cancel their visit if they are feeling ill, have traveled internationally, or have been in recent contact with someone who has traveled internationally. Your family member may not be as vulnerable, but many of our residents could be susceptible to the virus. We are asking everyone to use an abundance of caution.

Individuals with community- based employment will be addressed on a case by case basis to determine if they can continue at their jobs or need time off. We do not want to jeopardize anyone's job and hope that employers will be understanding. We do not want to place any vulnerable person in the community if not necessary.

Personal Supports will also be discontinued for these two weeks. Most of these services occur in the community. We do not feel that the risk is worthwhile. If a Personal Support staff would like to continue to serve a family member, that is at their discretion. Personal Support staff will also be given the opportunity to assist at residences.

Part time drivers will be given the opportunity to assist in other ways.

It is Athelas' intention to offer work for any staff displaced by these closings so as not to create a financial hardship.

All scheduled training will be rescheduled, as well.

*Administrative Office*

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Athelas will be monitoring the CDC and state recommendations to prevent the spread of Covid 19. Towards the end of the two weeks, we will review the conditions in our community and determine any next steps. Please watch the Athelas Facebook page, the website ([www.athelasinstitute.org](http://www.athelasinstitute.org)) or call the main office (410-964-1241) for up to date information regarding any additional closings or changes in this plan.

Athelas will proceed with an abundance of caution. For many individuals in services, we are their family. Athelas staff are family, too. Athelas wants to do everything possible to ensure everyone's health and well-being.

Should you have any questions, please feel free to contact me via email at [diasov@athelasinstitute.org](mailto:diasov@athelasinstitute.org).

Sincerely,

Diane S. LaSov,

A handwritten signature in black ink, appearing to read "Diane S. LaSov", with a checkmark-like flourish at the end.

Executive Director

*Administrative Office*

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