

# MEMORANDUM

**To:** All Staff  
**From:** Suzann R. Doherty, Executive Director  
**Date:** April 1, 2020  
**Subject:** Vehicle Use, PPE supplies, Office access, vacation/leaves, information for clients

As the situation continues to evolve with the COVID - 19, the Management and Board want to thank staff for their ongoing support to the clients, co-workers and families.

**Effective immediately all non-essential client travel in staff vehicles is prohibited.** For essential travel such as medical appointments please contact your manager well in advance for alternative options, approval and specific instructions. Managers have access to a limited number of masks which **must be used** along with gloves while in an enclosed space such as a vehicle.

Last Saturday, Avenue II ordered washable/reusable face masks (non-surgical grade) and face shields. Hopefully that shipment will be here next week. At that time, we would issue masks to all staff including one that can be used when off work and for personal reasons. We search daily for hand sanitizer, gowns, cleaning supplies, thermometers and other items that relate to client and staff health and safety.

As we have adjusted many schedules to limit the locations at which staff work, we are also making every effort to limit office contact for front line staff. This is for the safety of our front-line staff and our essential office staff. The fewer places you go, the less chance of picking something up. If you need to stop by the office, please make it brief, respect social distancing and hygiene. Please contact your manager directly if you find yourself needing to come to the office to look for alternative options if possible. Thank you to everyone who used the mail slot on the door for timesheet drop off.

Due to the ongoing uncertainty we wanted to let staff know that vacations and leaves may be cancelled due to staff shortages. If you wish to cancel a vacation request, please contact you manager directly.

Finally, a document has been provided to as many locations as possible called **COVID-19 Information By and For People with Disabilities.** Please use this guide to help clients understand what is going on. Please reach out to your Manager if someone is struggling with this.

Thank you again for your patience and suggestions to make things safer for everyone.