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MEMORANDUM

TO: ALL STAFF
DATE: NOVEMBER 17, 2020
FROM: SUZANN R. DOHERTY, EXECUTIVE DIRECTOR
SUBJECT: VISITING AND ACTIVITIES OUTSIDE THE HOME

Due to the increase in local COVID-19 cases locally, we are suspending visiting of clients until further notice. Non-essential activities outside the home are also cancelled including external passport workers.

This does not include the cancelation of neighborhood walks, drive through for food or drink or drives in general. It is our hope that this is a short-lived restriction which will assist with limiting staff and client exposure to COVID-19.

If anyone has any questions, please reach out to your Manager for clarification.

