

March 16, 2020

Dear AABR Staff and Families,

It has come to our attention that individuals receiving Day Program Services at Wellington Hall have tested positive for COVID 19. Upon learning of the positive results, AABR immediately closed the program.

Currently, no one from St. Pascals Day Program has tested positive. We recognize that many of our individuals share bussing and staff and residences. Therefore, after seeking guidance from OPWDD and NYS DOH, out of an abundance of caution, we are closing our St. Pascal's program as well. We are doing all we can to ensure the health and safety of all our individuals and staff during this crisis and to mitigate any contagion.

Wellington Hall Day Program and St. Pascals Day Program and Chances will be closed until 3/29/2020. At this time, we plan on reopening on 3/30/20, pending approval from OPWDD and the NYS DOH. For staff, this period of time will be paid.

In addition, The NYC Department of Education has closed all schools. Therefore, the New York Child Learning Institute has closed as well. The teachers at NYCLI are preparing curriculum for at-home learning for students and creating distance learning plans to support our students and families during this time of crisis.

Additional actions AABR is taking to protect our staff, individuals, and community:

- We have requested from NYS DOH that all staff and individuals who may have been potentially exposed be tested. Once we receive approval and a plan from NYS DOH, we will assist in facilitating this testing.
- Personal Protective Equipment has been requested to NYS DOH to distribute to our programs.
- All non-essential medical appointments will be rescheduled as directed by the nursing staff. All canceled medical appointments will be tracked and rescheduled for a later date.
- ALL staff and individuals will be monitored twice daily for temperature and symptoms. In addition, the staff is currently being screened prior to entering the residence at the start of a shift.
- There will be no visitors to any of our locations. Staff can arrange video messaging for family members to virtually 'visit' their family members living in our residences.
- The Community Habilitation program will remain open under the following guidelines:
 - Prior to the visit, AABR staff will phone the family to screen that no individuals are experiencing symptoms.
 - AABR staff will be required to wear face masks when working with individuals in their homes.
 - AABR staff will enter the home wearing a face mask and immediately wash their hands.
 - If staff or families are uncomfortable with these provisions, services can be suspended until such time as we are ready to resume regular service.
 - If face masks are not available, AABR staff will not be able to enter Individuals homes.
- We have closed our Thrift Shops, Drop- In-Center, and our Saturday Program.

- We have moved our mandatory staff training to an online platform.
- We are preparing to close our Main Office to have staff work remotely. Communications and computer access are currently being readied.

We are living in uncertain times, but that does not mean we have to live in fear. The staff of AABR are prepared, well trained, professional, and dedicated. We are problem solvers and adaptable. I believe in each and every staff person. Together we will navigate this crisis. If you have not visited our website www.aabr.org/coronavirus, please do so and add your email address to our registry for continued updates.

Sincerely,



Libby Traynor, LCSW
Executive Director