



*Seeking Employment, Equality and Community for
People with Developmental Disabilities*

March 20, 2020

Dear SEEC Families,

At SEEC we are working around the clock to ensure that the people we support are taken care of. From meetings twice daily with senior leadership and program directors, to drafting and implementing new policies and procedures to help us meet the changing agency needs, SEEC is constantly working to be one step ahead during these challenging times.

As COVID-19 cases continue to rise in Montgomery County, we would like to let you know our procedure for visitors to the people we support. If you are coming to visit your family member that we support, we will take your temperature just like everyone else who enters. We care for your family member and are attempting to keep them safe. If your temperature is above 99 degrees, we will ask you to please visit another time.

Additionally, I want to share with you that we are working on a new staffing pattern to minimize exposure to multiple people. We are doing our best to ensure the staff who know your family member best and have had a relationship with them are working with them as we move forward. But as we transition to a heightened level of protocol, because of family obligations, not all familiar staff will have the ability to commit to a 12 hour shift, should that become necessary. As we move into this new staffing pattern, families will receive a call from their Team support coordinator letting them know who their staff will be. Please call your son or daughter's team coordinator if you have any questions or want an update.

I understand this is a stressful time. Starting Monday, March 23rd, I will be available from 1:00-1:30 pm daily on weekdays to answer questions from SEEC families. Please email your questions in advance the day of to Katy Barrett at kbarrett@seeconline.org. You can also email Katy if you have questions that can't wait and she will find out the answer.

Family - Open Door conference call
1:00 PM - 1:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/117769877>

You can also dial in using your phone.

United States: **+1 (646) 749-3112**

Access Code: 117-769-877

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/117769877>

We appreciate your support and wish everyone well during these difficult times.

Sincerely,

Karen Lee
Executive Director, SEEC

301.576.9000 | www.seeonline.org

