

From: [Karen Lee](#)
To: [Karen Lee](#)
Subject: Coronavirus (COVID-19) Communications
Date: Wednesday, March 11, 2020 5:09:33 PM
Importance: High

March 11, 2020

Dear SEEC Staff, Families and Friends,

We recognize that things are happening quickly regarding COVID-19 and as a result we have designated a COVID-19 point person. Sherry Beamer, Director of Community Employment Network is leading SEEC's efforts as we refine our supports to match the rapidly changing situation.

I want to assure everyone that we are being vigilant in continuing to monitor the changing situation and planning accordingly, including creating contingency plans as referenced in our March 2nd communications.

While we cannot prepare for every scenario, we do have contingency plans if someone we support in their home or a staff member becomes ill. Our contingency plans are not posted publicly as they contain individual names and every single situation is different. We are paying close attention to what our employers, community partners, host businesses, volunteer sites, schools and community centers are doing and taking these responses into consideration as we plan supports.

We also continue to implement agency-wide education and continuously remind everyone to use best practices to reduce working days lost due to illness and stop or slow the spread of COVID-19 within our community.

As we complete our analysis on a minute by minute basis, we are incorporating as much as we can into our ever changing preparation and response planning. We are taking this very seriously and will continue to provide you with regular updates as this situation continues to evolve. Please visit our website for specific program closure plans.

Sincerely,

Karen Lee

Karen Lee

Executive Director | SEEC

301.576.9006

seeonline.org

Follow Us on Facebook [#LiveWorkThrive](#)

Seeking Employment, Equality and Community for People with Developmental Disabilities

Confidentiality Notice: This email message, including any attachments, is for the sole use of the intended recipient(s). The information contained in this message may be private and confidential, and may also be subject to the work product doctrine. Any unauthorized review, use, disclosure, or distribution is prohibited and should be reported immediately to SEEC at 301.576.9000.