

**From:** [Karen Lee](#)  
**To:** [Karen Lee](#)  
**Subject:** Day Services Suspended starting Friday, March 13th due to COVID-19  
**Date:** Thursday, March 12, 2020 2:18:14 PM  
**Importance:** High

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March 12, 2020

Dear SEEC Staff,

After intensive review of the rapidly changing environment regarding the COVID-19 virus, SEEC leadership and Board of Directors has made the difficult decision to suspend day services starting Friday, March 13<sup>th</sup> at 8:00am within SEEC's Community Engagement and Employment Services programs for people currently not employed. We will plan to suspend traditional community services for a minimum of two weeks at which time we will review the current conditions within our community.

If you work in the Employment Services or Community Engagement Programs you will be contacted by your supervisor to come to the office tomorrow Friday, March 13<sup>th</sup> in order to learn about next steps and what is expected of you during this time. Please bring your technology (ie cell phones, tablets and laptops) if you have them to this meeting.

We wanted to alert our staff to this change first, but are sending the communication below to SEEC families within the next hour. It is our intention to work with people we support, families and residential agencies to deploy staff as people shelter in place during the next two weeks.

A reminder that anyone with a persistent cough or low grade fever needs to stay at home. We ask that our employees use their best judgement and if you are sick, please take a sick day rather than coming to work. People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately and alert their supervisor. Symptoms of the virus are often similar to the flu and may include runny nose, headache, cough, sore throat, fever, shortness of breath and/or upper respiratory tract illness. If you or the people supported by SEEC exhibit any of the signs and symptoms noted, please contact your supervisor. Supervisors, please alert the nurses (at 202-725-2892 or 301-318-4367) if any staff members or people SEEC supports exhibit symptoms of the virus. As usual, for any emergencies please call 911.

We know you move mountains every day to support people in the community in ordinary circumstances, and we know the circumstances surrounding COVID-19 are anything but ordinary. For all you do to support people to be safe and healthy, thank you. We are incredibly grateful for the work you do.

Sincerely,

Karen Lee  
Executive Director

**Karen Lee**

*Executive Director | SEEC*

301.576.9006

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Dear SEEC Families:

After intensive review of the rapidly changing environment regarding the COVID-19 virus, SEEC leadership and Board of Directors has made the difficult decision to suspend day services within SEEC's Community Engagement and Employment Services programs for people currently not employed. We are planning for a minimum of a two week suspension in services at which time we will review the current conditions within our community.

This decision was not made lightly and took many variables into consideration. First, many of our community partners, recreation centers, class locations and volunteer sites have either already closed, or have placed us on notice that they will be closing soon. Because our Community Engagement and Employment Services supports take place within our community partner locations, moving people around with little notice creates chaos. Secondly, since the CDC recommends increased personal hygiene and social distancing as the primary ways to control the spread of the virus, it becomes clear that our supports in the community have increased vulnerability at this time.

The suspension of services will begin effective 8:00am on Friday March 13, 2020. We recognize that some people need in home support during this time. SEEC will be working with staff, program leadership and our colleagues providing residential supports to potentially deploy staff to support people as they shelter in place. Your direct support professional will be in touch between March 16<sup>th</sup> and March 18<sup>th</sup> to determine how and if you would like in home supports during our suspended service timeframe. Similarly, Metro Access rides will be cancelled beginning March 13<sup>th</sup>, unless someone is commuting to a paid job.

While we recognize this change in schedule and supports will be extremely difficult for some people we support and their families, we believe this is the most effective way to decrease exposure and address the health and safety needs of those we support, their families and the staff.

We wish everyone good health and appreciate your support and understanding as we move forward.

Sincerely,

Karen Lee

Below are the Plans by Program:

Supported Living- People supported in their own homes will "shelter in place" and be supported by their regular staff including their day support staff who will support them in a routine and activities at their home.

Community Engagement: SEEC will suspend program services as they currently exist on March 13th, for two weeks and transition into periodic support at the person's home by the staff that know them best if desired.

Employment Services: SEEC will suspend program services as they exist for all people not currently employed. Like community engagement, you will work closely with your Employment Services staff to receive in home supports if required.

People we support who are working will follow the schedule and requirements set by their employer and SEEC supports will continue as scheduled.

Discoveries: Staff and people supported, along with their family members, will determine the best way to receive supports within a person's home.

Project Search: Each program follows the lead of their host business. You will be notified by your lead staff person as decisions are made.

