

March 15, 2020

Good Afternoon,

I am writing to update you regarding the Charles River Center's response to the COVID-19 crisis. This is an unprecedented, fluid situation that our Leadership Team has been following very closely. We met remotely today for the third time in as many days to discuss our preparedness and plans to provide for the health and safety of our families, staff, and persons-served. Our Leadership Team, together with the Board of Directors have decided to close our day programs for two weeks starting Tuesday, March 17th through Monday, March 30th. This includes the Day and Employment Programs (Grugan Center & Strathmore Road Programs) and the Day Habilitation Program (59 East Militia Heights Road) and the Family Support Center Programs (Needham and Natick).

This decision was not made lightly as we understand that this will present challenges to families and persons-served. On Monday, programs are open and all staff will be available to work with the participants in our programs to inform and prepare them for the two-week closure. We will also reach out to families who we believe will be most challenged by the closures and look for ways to offer assistance and assurances. You can also call the Director overseeing your family member's program if you have questions or emergent need.

The residences with operate 24/7 with CRC staff who are familiar with the residents. Day program employees will be reassigned as needed to the greatest extent possible, given their schedules and family obligations. We will be asking for and offering flexible work schedules for those who can manage and/or need them. This is an unprecedented situation, and we need all employees to be flexible. Plans are already underway to modify activities and recreation schedules during the day hours to allow for desirable activities while day programs are closed.

To date, we have not received any notification of suspected or known cases of the coronavirus for either our staff or persons-served. We intend to provide timely communication in the event that this changes.

We hope and expect to open day programs on March 30th. Should this change based on the information presented at the time, we will let you know.

For trusted information regarding the coronavirus and our state's recommendations during this health crisis, please refer to www.mass.gov.

Regards,
Anne-Marie Bajwa
President and CEO