



March 10, 2020

Dear Families,

We would like to provide an update on the preventive measures Graham Windham is taking in response to the community spread of COVID-19 (coronavirus) in New York City and surrounding areas. Safety is one of our top priorities, as well as having an open line of communication with families, serving as a source of support and stability, and being present should you have any questions. At this time, Graham Windham will continue to operate and run services.

Below is information on preventive measures we are taking across all locations and commercial sites:

- We are making sure that ample supplies of hand soap, hand sanitizer, facial tissues, disinfectant wipes and sprays are available in all Graham sites
- Copies from the Centers for Disease and Control on preventing the spread of germs, bacteria, and viruses are available across all of our locations.
- Staff and visitors are asked to wash their hands frequently and hand-sanitizers are located at all main entrances.
- An internal committee has been formed and meets about the progression of the coronavirus regularly.

It's essential for everyone to be vigilant and prepared if someone in your home shows any signs or symptoms of the coronavirus. Please read the attached document on actions to take if you or someone in your home becomes sick, or shows signs of becoming sick.

Enclosed you will find the following:

- Graham Windham's Frequently Asked Questions Related The Novel Coronavirus COVID-19
- CDC Fact Sheet: What You Should Know about COVID19
- CDC Fact Sheet: What to do if you are sick with COVID19

For the latest information regarding the coronavirus in New York City you can visit this website: nyc.gov/coronavirus. You can also check here for information on what New York City public schools are posting on their website: <https://www.schools.nyc.gov/>.

Thank you for your cooperation,

Noemi Baez, LMSW
Director of Care Coordination
Graham Windham