

Dear CSS Families and Friends,

As we continue to evaluate our approach to health and safety as the ongoing COVID-19 situation evolves, we want to share an update on the steps CSS is currently taking. Note that at this time CSS continues to have no supported individual or employee who has been diagnosed with COVID-19.

Some items to note from this week:

- We have updated our **Visitation Policy**. This will apply to all visitors entering a place of residence, and is designed to ensure that we continue to prioritize the safety of our community. This update is not designed to prevent or discourage visits, but is designed to clarify safety procedures that will protect the individuals we serve and our employees. Please see the update to visitation policy below.
- Additionally, CSS has updated the **Employee Leave Policy** to encourage our employees to take care of themselves and not work if they are feeling sick.
- Last week I shared with you that CSS is updating its **emergency plan** in case someone is found to be infected. As part of this plan, we have decided to designate two homes to use should isolation become necessary for a supported individual. Additionally, we are identifying employees who would be able to assist if this situation was to occur and will be providing them with the additional training they would need.
- We have identified several needs and ways families can **aid CSS in this uncertain time**. If you would like to help please contact Ashley Chatneuff to discuss options. Her extension is #286 or you can email her at [achatneuff@css-md.org](mailto:achatneuff@css-md.org).

Some items that have remained consistent since last week:

- CSS is continuing operations as outlined last week. The main office at 9075 is still open.
- The Marcia D. Smith School remains closed along with Maryland Public Schools. Children's After School and Saturday services are currently cancelled through March 27th.
- At this time we plan to operate during spring break and extend the school year in June but will re-evaluate as needed.
- Individual schedules and activities have been modified to best practice social distancing. We've continued to monitor various worksites on a case by case basis.

As you know, the health and well-being of those we support and our staff are our highest priority. If your son or daughter lives with you, and you choose to keep your family members at home for any part of the next few weeks, we understand and encourage you to make the decision that you believe is best for your family. CSS continues to implement the protocols and preventive measures previously shared.

We will continue to monitor state and local guidance, and will update you should we make any further adjustments to this plan.

CSS appreciates all of your support as we respond to the changing needs in our community.

Sincerely,

James Gipson

Chief Executive Officer