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March 23, 2020

Dear Parents, Guardians and Stakeholders:

As most of you know, Governor Baker updated the responsive plan to include more significant restrictions beginning at noon on March 24, 2020. The staff working in our programs are classified as essential employees and we will continue to staff our residential programs during this period. The governor's order and classification of essential employees is posted on our website.

As discussed during our ZOOM meeting last week, we are receiving many requests and suggestions during this time and attempts are being made to address those in the daily messages or in individualized responses.

We know that these are challenging times, but we must continue to implement the restriction on visitation. Many have asked for exceptions on this and suggested how it could work for them. No exceptions will be considered for the foreseeable future. We understand that some may choose to take their loved ones home. Please be prepared to keep them home for an extended period (probably many weeks).

One family has suggested we use reusable materials (washable cloths and towels) instead of paper towels. This is a great idea and we will take donations of that nature in addition to the others previously identified. Today, we received donations of toilet paper, paper towels, cleaning supplies, and 42 N95 masks. These donations are so meaningful to Amego, our staff, and our clients. We've also received cash donations that are being steered toward staff support.

Today, we implemented a work group separation protocol. Essentially, this means that leadership groups have been separated to allow for continuity of operations if people become unable to perform their duties. This has also been implemented for management groups throughout the agency. This action was taken at the suggestion of a family member who works in a medical profession. There is still robust on-call processes and corporate offices will maintain skeleton crews, but with restrictions on groupings.

***As we continue to operate, it is imperative that all donations and deliveries are facilitated through Betsy Roche ([BRoche@amegoinc.org](mailto:BRoche@amegoinc.org)). Please do not contact the programs directly. Staff in the programs need to maintain focus on the people we serve – not arranging the schedule of items or meals being donated and delivered.***

Here is an updated list of items we are seeking:

- Toilet Paper and Paper Towels
- Cleaning Supplies
- Re-usable supplies (cloths, washable paper towels)
- Medical Supplies and Protective Medical Equipment (this includes homemade masks)

We are hosting another ZOOM meeting on Wed. March 25<sup>th</sup> at 5pm. Please submit questions ahead of time (by Wednesday, March 25<sup>th</sup> at 3:00) to [Contact@amegoinc.org](mailto:Contact@amegoinc.org).

Join Zoom Meeting

<https://amegoinc.zoom.us/j/746397376>

Meeting ID: 746 397 376

One tap mobile

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Meeting ID: 746 397 376

Find your local number: <https://amegoinc.zoom.us/j/746397376>

Thank you,



President and Chief Executive Officer