



MEMORANDUM

Date: March 19, 2020
From: Liz Duffie, Manager
To: Safe Haven Residents
Re: COVID-19 response updates

Hi Safe Haven residents, I wanted to let you know the following updates regarding our response to the COVID-19 pandemic:

- Beginning Sunday 3/22/20 the Safe Haven drop-in will be open from 8:30am-3:30pm only. This change is indefinite. To the extent we are able, we will have increased staffing levels while open to better screen individuals using services for potential symptoms and encourage proper hygiene and social distancing practices. Ongoing staffing levels are dependent on staff health, availability, and other needs at Porchlight.
- Beginning Sunday 3/22/20 guest hours for residents will be limited to 8:30am-3:30pm. Please keep in mind that at this time public health guidelines suggest that you have NO guests in your home and that you keep distance with others as much as possible.
- Dinner service will continue as usual for residents despite the earlier closing time.
- If you would like to have lunch delivered to your door, please sign up for this service with staff at the front office. If you chose this, a container with lunch will be placed outside your door by staff at lunchtime and staff will knock on your door to indicate it has been dropped off.

Thank you,

Liz