



*Serving Children and Adults with Intellectual and Other Developmental Disabilities for 70 Years*

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March 13, 2020

**PAUL TORRES**  
Executive Director

Dear Individuals, Families and Staff,

AHRC Suffolk continues to recognize the rising concerns regarding the potential spread of the Coronavirus and how it may impact us. We continue to follow the recommendations from the Department of Health and CDC guidelines. We are implementing a 4 question screening procedure for all prospective visitors to answer before entering any of our sites. In addition, we are asking everyone to wash their hands or use hand sanitizer upon entering our facilities. We continue to use increased cleaning efforts and are continuously sanitizing our facilities. If anyone displays signs and symptoms of illness, we are asking that they see their physician for further guidance and will be asking supervisors to look for any signs and symptoms of illness with staff. Anyone who has been exposed to confirmed active COVID-19 should consult their physician and is being asked by the DOH to self-quarantine.

**BOARD MEMBERS**  
Joseph Cassarini  
John Smith  
Joseph Zifchock

We are also asking staff to please ask yourselves these questions prior to your workday at AHRC Suffolk:

1. Have you traveled to a country within the last 14 days for which the CDC has issued a Level 2 or 3 travel designation?
2. To your knowledge, have you had contact with any Persons Under Investigation (PUIs) for COVID-19 within the last 14 days, OR with anyone known to have COVID-19?
3. Do you have any symptoms of a respiratory infection (e.g., cough, sore throat, fever, or shortness of breath)?
4. Are you or anyone in your home in active quarantine status?

As of today there are NO plans to close facilities or services. Out of an abundance of caution, all non-essential, non-emergency outings and visits are being suspended temporarily; this includes our St. Patrick's Dance scheduled for March 20, 2020. This policy will be re-evaluated continuously. Our intent is to minimize risk of exposure and apologize for any inconvenience.

At this time AHRC Suffolk has no confirmed COVID-19 exposure. We ask that everyone continues to remain vigilant and we will continue to keep the AHRC Suffolk community updated about our ongoing efforts related to the Coronavirus. If you have any questions or concerns please speak with the program director or contact your HR representative.

Sincerely,

Paul H. Torres  
Executive Director  
AHRC Suffolk  
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