

March 13, 2020

Dear GCS Board and All Staff:

Please see our **COVID-19 Updates - End of day, 3/13** as follows:

- **Adult Day Program:** Alvirne High School has closed for next week. So, Gateways has to close our Adult Day Program for next week and is awaiting updates from Alvirne High School. Leadership is notifying all Adult Day staff and clients. Workers are encouraged to use earned time or will hopefully be assigned other work at Gateways.
- **Gateways Autism Center:** is still open on Monday; parents/guardians can use their discretion on sending their son/daughters; this decision is fluid and will be based on other school districts in the region
- **Early Supports & Services:** we're waiting on guidance from the Dept. of Health and Human Services
- **All other GCS Operations** are fully functioning.
- **Meetings:** In-person meetings of more than approximately 25 people, will instead become conference calls or zoom meetings.
- **School District Closings:** While we realize school districts are closing we are not allowing staff children to come to GCS at this time.
- **Questions/Concerns:** Staff, please connect with your direct supervisor with questions and concerns.

If you are sick our current earned time policy is still applicable at this time. Please continue to refer to the CDC ([put in link](#)) to prevent further exposures and maintain your health and wellness.

Thank you,

Sandra Pelletier

President/CEO
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