



Dear Family Promise of Lower Bucks Team,

As a community organization, we strive to do everything we can to preserve the safety and health of our guests, volunteers, staff, and community. While we have not had any confirmed or suspected cases of COVID-19 among anyone connected to our organization, we are monitoring the developments of the COVID-19 virus very closely. **We have decided to implement a social distancing plan for Family Promise of Lower Bucks.** The purpose of this plan is to protect the health of our guests, staff, volunteers, and community as a whole and to play our part to slow the spread of this virus in our community.

The plan outlined below went into effect beginning Monday, March 16, 2020, and will extend until March 30th, 2020. On or before March 30th, the Family Promise Leadership team will evaluate to return to normal operations.

Phase 1 - Social Distancing Plan - Actions Family Promise is Taking:

1. **Churches:** While our families are not the most at-risk populations for this virus, many of our church volunteers are. In an effort to protect our volunteers and church partners, we will be limiting the time our families spend at the Host Sites as well as the number of volunteers in contact with the families by:
 - a. Providing dinner and evening hosting at the Day Center, with families remaining there until 8:00pm. Volunteers will still be asked to provide dinners but they will be dropped off at the Day Center instead of the Host site.
 - b. Overnight hosting will consist of one of a small number of designated volunteers transporting the families in the van to the Host site, remaining with the families overnight and transporting the families back to the Day Center in the morning.
 - c. This plan will be reviewed week-to-week in conjunction with allowances of our scheduled Host sites.
2. **Volunteers:** All volunteer activities and events, including the Open House and Volunteer Training, will be suspended until at least March 30, 2020. We will still need food pickups and deliveries to continue and specific volunteers have already been recruited specifically for this purpose. Should we need additional volunteers, we will reach out over email or by phone.
3. **Guests:** We intend to keep our current number of guests (4 families), with no intention of adding any additional. In an effort to reduce high concentrations of people in one location, we have asked guests that have other temporary housing options to take advantage of that option during this time. They will request phone call meetings with any outside counselors, case workers, therapists, etc. for the time being. Overnight requests will not be honored beginning March 16th through March 30th, or longer if necessary. They were also asked to limit the use of public transportation and visits to public places such as the mall, movie theater, etc. It is unrealistic for us to expect them to remain in the Day Center 24/7 but encouraged them to be cautious in who they are exposing themselves and their children to.

4. **Interns:** Our Edinboro University intern, Vinessa Cawley, will not come in during this time period. Through arrangements with the university, she will continue her projects remotely.
5. **Director & Family Advocate:** We want to do everything we can to ensure that the Director, Family Advocate and their families stay healthy. Jessica Schwartz will be splitting her time between working from the Day Center and working from home. Karina Sands will not be present at the Day Center at all through March 30th but will be conducting regular phone meetings with the families.
6. **Day Center Volunteers:** We are asking that those that have been volunteering at the Day Center do not come in at this time. Please monitor your email for further instructions.
7. **Community: While volunteer opportunities are limited, we need our community now more than ever.** Here are four ways you can help:
 - a. **Give Financially:** This transition will increase costs for Family Promise of Lower Bucks, so your financial support during this time period will be significant. Please feel free to donate online at: www.fplb.org or through Venmo @FPLB19057.
 - b. **Supply Donations:** All donations of nonessential items will need to be postponed until April.
 - c. **Be Kind and Pray:** We ask that you be kind to one another and pray for our neighbors and community during this time.

We will be posting updates on our Facebook page (<https://www.facebook.com/FamilyPromiseOfLowerBucks/>) and website (www.fplb.org) in the weeks ahead. For the CEO's Message On COVID-19 to the Family Promise Community go to: <https://familypromise.org/the-latest/press-releases/covid-19-ceo-message/>.

This is an unprecedented effort, the likes of which we haven't seen before in our lifetime. We have not been given a spirit of fear, but a spirit of hope. Let's provide hope during this time. Together, we can meet this challenge as a community.

Sincerely,

Jessica Schwartz

Jessica Schwartz, Director
Family Promise of Lower Bucks