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March 16, 2020

Dear family members of Transitions students,

We know some of you may be concerned about the spread of COVID-19 (the new coronavirus) and how it may impact us here at Transitions. I wanted to reach out to you to inform you of the steps we are taking and to seek your help and understanding to ensure that every member of the Transitions family stays safe and healthy.

Our priority at this time is to minimize exposure to the virus. In order to reduce exposure to someone potentially infected by the virus, we are:

- 1) Cancelling non-essential travel to places that would expose our students to others who might have been exposed or infected.
- 2) Reducing gatherings of groups of employees or students.
- 3) Considering alternative ways to provide program supports so that large groups of people are not in one building. We are teaching our classes and having activities at home.
- 4) Enhanced personal hygiene procedures.
- 5) Specialized cleaning and disinfecting of all surfaces and vehicles.
- 6) Keeping track of everyone who is visiting our buildings so that we can quickly assess exposure risk if needed. We are also required to screen everyone for potential exposure and symptoms before allowing access to our buildings.

In the event that someone is exposed or infected, plans are being developed to support them in ways that would minimize the exposure and risk to others in their home or at the Transitions program.

You may be aware that Fulton-County Montgomery College (FMCC) announced yesterday that it had its first confirmed case of COVID-19. We have been in contact with college officials to learn more about potential exposure. Transitions students were not in direct contact with the affected individual and therefore do not need to undergo precautionary quarantine procedures. In the event that there was indirect contact, we are monitoring our students for temperature spikes, coughing and difficulty breathing. FMCC has also announced that its classes will be delivered in an online format. Please be assured that we will be working closely with our students to help them adjust to the online format.

We need your help to ensure the health and safety of every member of our Transitions Family. Here's what you can do to help:

- 1) Please make sure that you and your family member (if they live with you) are extra careful about following all hygiene and sanitizing recommendations.
- 2) As exposure risk can remain for days even if the person is asymptomatic, we ask that you re-consider visits with your family member. If you are not feeling well, we ask that you do not arrange visits until you are fever free-for 24 hours. We would be happy to set up visits via video.
- 3) Please help your family member through the changes that will affect their routine and desires, including cabin fever, as we are limiting activities outside the home.

Most of all, we need your understanding of the inconveniences that these restrictions will impose. We will try to keep you updated of any further changes we make. However, as this situation is rapidly evolving in our country, we ask for your understanding of any communication delays. Please don't hesitate to contact any member of our leadership team with any questions or concerns. Thank you.

Sincerely,

*Shaloni Winston*

CEO and Founder  
shaloni@transitionsusa.org