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Nancy E. Gale  
*Executive Director*  
Joseph Herbick  
*Clubhouse Director*

March 1st, 2021

Dear Colleague,

It seems like the Sally and Howard Levin Clubhouse has been closed for in-person activities for a very long time. We hope you are well and cannot wait to see you when we re-open. Because the safety of all colleagues is so important to us, we want you to know how we plan to keep everyone safe.

- Starting **Monday, March 15<sup>th</sup>**, the Clubhouse will re-open for in person activities during with the following days and hours:
  - Monday Through Friday 8:30AM - 4:30PM
- No more than 10 people total will be allowed on site at one time, so please call ahead to alert us of your arrival.
- The garden will be open by to members for the work ordered day. We will follow County guidelines when participating in the garden.
- We will still be providing telehealth services to colleagues, as we want you to feel safe and supported. Please feel free to join our phone calls and zoom meetings until you are ready to come back!

Before colleagues enter the Clubhouse they will be expected to:

- Clean their hands with hand sanitizer upon arrival.
- Put on a mask and to keep it on the entire time they are on site. We will have extra masks available.
- Have their temperatures taken and be asked to answer a brief set of questions to determine if they are experiencing any COVID-19 symptoms. If someone is having any symptoms, they will be asked to leave immediately.
- Maintain a physical distance of six feet between colleagues.

Please join our zoom meetings online, call the Clubhouse for instruction if you need help connecting, and let us know how you are doing!

Call us if you have any questions, concerns, or comments. Thank you for all your work and contributions over the past years, especially these past months. We have a lot to look forward to!

Sincerely,

Joseph Herbick MSED, CPRP  
Sally and Howard Levin Clubhouse Director