



RESPONSE TO THE COVID-19 PUBLIC HEALTH SITUATION

March 12, 2020

Dear TLC Community,

After 31 years in operation, The Literacy Center has become highly resilient, weathering all kinds of challenges and difficult times. Our community's current public health situation will test our resiliency once again, and I am confident that once again we will rise to the occasion and continue to serve our mission of enhancing lives and promoting self-sufficiency through quality adult education services.

In order to ensure we can continue to provide exceptional learning opportunities to our students well into the future, **The Literacy Center will be closing for a “vacation week” effective Friday, March 13th and continuing through Sunday, March 22nd. The building will be closed, and all teachers, tutors, and students are asked to stay home.** During this week, the four administrative staff members will be working remotely to develop a contingency plan for The Literacy Center moving forward. This decision was made with feedback from TLC's Board of Directors President, and after conversations with our Program Specialist at the Department of Elementary and Secondary Education. Please note that no one at The Literacy Center has tested positive for the virus and this is not in response to anyone being sick. It is a preventative decision and one that will allow us to make more detailed plans for the future.

The public health situation is rapidly evolving, and we are staying on top of it by remaining in constant communication with Department of Education, as well as the area's health departments, to make sure we are making rational, informed decisions that put health and safety first. Clear, consistent communication is going to be extremely important in the upcoming weeks. Please refer students to our website for updates, or have them call TLC and leave a message if they have questions, concerns, or any information for us. Someone will call them back within 24 hours. We will update the website daily, as well as post on social media, about any changes to our organization's operations.

Although I sincerely hope this situation will not last long, my intent is to be prepared should it come to that. We will be working together to find ways for us to utilize technology to provide educational opportunities to students in a way that does not compromise anyone's health and safety.

The Literacy Center

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During this time, we want you to focus on staying calm and staying healthy. Practicing good hygiene, keeping your distance from others, staying very hydrated with water, and recognizing that anyone (even loved ones and friends) can be carriers of germs is critically important. I encourage you to get information from reliable sources, such as the CDC website (www.cdc.gov), your local health department website, or your primary care doctor. I recommend being as vigilant about fact checking sources as you are about washing your hands. If you feel that you may be sick with symptoms similar to COVID-19, you should call your doctor before anything else. Do not go to the hospital or doctor without calling first.

If you have come in contact with someone who has COVID-19, you should contact your local board of health, health care provider, or the **Massachusetts State Epidemiology line at (617) 983-6800, or Rhode Island Department of Health's screening line: 401-222-8022. They will inform you what to do next.**

We are a strong team and we will continue to work together to deal with whatever comes our way. I am available to you via email or phone if you have questions, concerns, or ideas. Please reach out any time at ablount@theliteracycenter.com or leave me a message on 508-226-3603 x16 and I will return your call as soon as I can.

As always, thank you for all you do for our students, volunteers, and for each other.

Sincerely,

A handwritten signature in black ink that reads "Amanda Blount".

Amanda Blount, MSW
Executive Director