



Dear Melwood family:

As we prepare for the day when we can safely gather together again, I wanted to give you a preview of our “Return to Melwood Plan”. The Melwood leadership team has been hard at work putting together a comprehensive reopening plan which follows federal, state, and county public health guidelines. First, we won’t all be going back at once--our reopening will be done in stages.

Stage 1 will begin on Monday, July 6, when many employees who must perform their work onsite will return to campus. Some employees may have been recalled to work earlier to help prepare for the reopening. To allow returning employees to practice social distancing, some employees will continue teleworking to reduce the number of people on campus.

In preparation for Stage 1, our cleaning crews have been busy sanitizing all our buildings and offices with disinfectants that are EPA-approved to kill the coronavirus. This is the same high standard of cleaning that we provide to the federal contract sites and military bases. Once people are back on campus, they will also do extra cleaning of high touch surfaces daily. In addition, there will be sanitation stations in every building with cleaning products so you can clean your personal workspace more often.

As part of our reopening plan, you will notice some new rules posted around campus. It’s crucial that we all follow these new rules not just to protect ourselves, but to protect our co-workers and the people we serve. Change is not easy, and it can take a while for new habits to be adopted. Please be thoughtful, patient and supportive of your fellow Melwood team members as we adapt to the new rules.

- Melwood employees must wear masks. Participants will be encouraged, but not be required, to wear masks.
- We will practice social distancing - keeping 6 feet apart from each other.
- We will limit access to common areas to comply with social distancing guidance.
- We will be conducting mandatory temperature screenings at each building that houses a day service program.

Many of these rules will be temporary. We will continue to monitor federal, state, and local public health guidelines and make course corrections as necessary. **In the meantime, please follow these new requirements because our collective health depends on it.** You can find more information about the new rules in the FAQs below, on the website (www.melwood.org/stage1) or on UltiPro.

I am confident that the Melwood family will come together, as we always have, to help each other get through troubled times. This is no different and we will come through stronger on the other side.

Sincerely,

Cari DeSantis
President & CEO