



1000 Clay Street, Winter Park, FL 32789 407-951-8269 www.familypromiseorlando.org

March 13, 2020

Dear Family Promise of Greater Orlando Family,

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 (as of March 13 at 4 pm), 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 Greater Orlando.** 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 will go into effect starting Sunday, March 15, 2020, and will extend until April 12, 2020. On or before April 12, the Family Promise Leadership team will evaluate to return to normal operations. Please monitor our website for the most up-to-date information.

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

1. Churches: The Congregational Rotational Shelter Program (formerly Interfaith Hospitality Network) will be placed on a temporary hold until April 12, 2020.* 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, there will not be families staying in local churches during this time. The guests currently in the rotation program will shelter at an extended stay hotel.

2. Volunteers: All volunteer activities and events will be suspended until at least April 12, 2020. The Volunteer Appreciation Event scheduled for March 26th is postponed until further notice. We will still need food for families staying in the hotel. If volunteers wish to donate prepackaged meals that can be reheated in a microwave, please look for the Sign Up Genius email to choose your day. Meals can be delivered to the Resource Center at 1000 Clay St. in Winter Park by 5 pm. We will deliver meals to the hotel.

3. Guests: We intend to keep the same capacity levels (14 individuals), but in an effort to reduce high concentrations of people in one location, we are asking guests that have other temporary housing options to take advantage of that option during this time.

4. Social Service Staff: Our amazing staff is our biggest asset as an organization, and we want to do everything we can to ensure they and their families stay healthy. Social service staff will be given assignments by their supervisor. We intend to have at least one case manager and a member of the leadership team at the Resource Center during normal business hours. Staff with fevers or who have underlying health restrictions are asked to stay at home. Please feel free to contact your supervisor with any questions or concerns you may have.

5. Administrative and Office Staff: We are asking all non-essential staff to work remotely when possible. Staff meetings will be moved to an online format. Please monitor your email and phone closely for further instructions.

6. 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 Greater Orlando, so your financial support during this time period will be significant. Please feel free to donate online at: <https://www.familypromiseorlando.org/donate>
- B. **Supply Donations:** We are in need of specific supplies for cleaning, sanitation, and infant care during this time. Please follow us on Facebook to keep track of updated needs requests: <https://www.facebook.com/familypromiseorlando/> All other donations 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.

I will be posting updates on our Facebook page and on our website in the weeks ahead. Please check there for more information.

<https://www.facebook.com/familypromiseorlando/>

<https://familypromiseorlando.org/>

This is an unprecedented effort, the likes of which I haven't seen before in my 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,



Tia Aery

Executive Director

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