



**The Arc of Monmouth**  
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**Achieve with us.**

March 16, 2020

Dear Caregivers,

On behalf of the Administration and staff at The Arc of Monmouth, this is written as continued communication to each of you on the efforts being made regarding decision making for closures as well as risk reduction and precautions taken related to the Coronavirus (Covid-19). The Arc of Monmouth's main priority is the health and well-being of our participants and staff. We have been evaluating the information available on an hourly basis in order to make the best decisions for the individuals that we support.

As Social Distancing is becoming the most recommended strategy for minimizing risk, The Arc of Monmouth has made the following decisions:

1. All Day and Employment Programs will be closed March 16th to a date to be determined. This includes the following programs: Branches, Eatontown, Green Grove, Shore and Western Monmouth Adult Day Programs, The Work Opportunity Center, The Achievement Zone, KACH College Program. Some staff will be engaged in deep cleaning of the facilities or providing staffing support to our Residential Consumers in their homes.
2. All Recreation Programs have been cancelled thru the end of March. The Arc will refund or credit any activity fees paid for cancelled events.
3. Residential Consumers living in our group homes will not attend any day program activities if they are registered with a day program run by another agency. Staff from the Day Programs will be deployed to the group homes to provide in-home activities during the day.

Additionally, we are doing everything possible to assure the group homes are safe and healthy environments for the individuals we support. To that end, we are not permitting visitors at our group homes until further notice and we are encouraging all family members of our Residential Consumers to please limit requests to take the individuals out of the group homes.

We will evaluate the need to continue this plan on a daily basis and will communicate frequently on our efforts to keep the individuals we support and our employees as healthy as possible. We will post updates to our website – [www.arcofmonmouth.org](http://www.arcofmonmouth.org) as needed. Please feel free to reach out with any questions or concerns.

Thank you, for your continued cooperation and support.

  
Ann Marie McGoldrick  
Assistant Executive Director