



March 20, 2020

On behalf of Pathfinder's Senior Leadership Team, I hope this update finds you and your family well. The Village remains virus free but there are signs that it is getting close. As such, we are extending our closed campus status for the foreseeable future. Additionally, in compliance with orders by New York State, we are instituting additional preventative measures as well:

- To reduce worker density, many office staff will work remotely. Sr. Director of Ancillary and Quality Assurance Dan Osborn, CPO Kelly Meyers, CFO Caprice Eckert, and I will continue to report daily.
- We are deploying a 2-shift, 7 am to 7 pm house staffing model to reduce the number of staff working in our homes. Staffing ratios will remain the same.
- We are retaining our workforce for as long as possible: School and Day Services staff will be assigned to homes or given other duties.
- All residential staff must take their temperature prior to clocking-in. If a temperature is 100°F or more, the staff will contact the on-call manager and return home with further instructions.
- All staff must wear masks while in residential homes; cloth masks (with proper daily disinfecting) may be used, per our Medical Director.
- The Splash Path 5K and Fun Walk, originally set for Saturday, May 30th is postponed, TBD.
- Members of the Enrichment Staff will host specific activities at the gym and other sites. Cleaning will be done before/after each session.
- Video Chat: Family visiting will be implemented soon through Skype. We will have an update soon.

**Family Wish List** – Many families have asked how they can help. **Thank you, we are grateful!** We request:

**Activity Items:** Non-toxic paint, paintbrushes, white paintable paper, Uno card games, larger puzzles (100-200 pieces), puzzle mats, memory games, indoor bowling sets, tie dye kits, white shirts (M-L), kid-friendly word search books.

**Craft Items:** Paint brushes, paints, glue, glitter, markers, crayons, popsicle sticks, coloring books, construction paper, tissue paper, chalk & sidewalk chalk, bubbles, beads & wooden beads, yarn & string, cheap white paper plates, coffee filters, fabric ribbon, sequins, "Shrinky Dink" paper, small flowerpots & seed starter pods, flower seeds, pom-pom balls, finger paints, feathers, cotton balls, TP paper roll inserts, googely eyes, glue guns & hot glue sticks.

**Supply Items:** Essential Oils (lavender, orange, lemon), rubbing alcohol (61%+), paper towels or washcloths - to make sanitizing wipes for the homes; Face Masks - N95 Masks (healthcare staff), surgical masks (residential), or [cloth masks if you have time/supplies/talent to sew](#).

Again, thank you for your continued cooperation and support.

Be healthy, Be kind, Be patient.

A handwritten signature in blue ink that reads "Paul C. Landers".

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*“ that each life may find meaning ”<sup>®</sup>*

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