

Dear Family Promise of Spokane 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 12 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 Spokane.** 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 Friday, March 13, 2020, and will extend until March 30th, 2020. On or before March 30th, 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 Bridges Congregational Rotational Shelter Program (formerly Interfaith Hospitality Network) will be placed on a temporary hold until at least March 30th, 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 Bridges program will shelter in our building on Hartson Avenue.
2. Volunteers: All volunteer activities and events, including Kid's Crew, will be suspended until at least March 30, 2020. We will still need food pickups and deliveries to continue and specific volunteers have already been recruited specifically for this purpose. Should we need additional volunteers, we will reach out over email and/or FaceBook.
3. Guests: We intend to keep the same capacity levels (60 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. All other Open Doors Emergency Family Shelter guests will be divided up. Some of the guests will be moving to shelter at our Hartson location, while others will remain at our Mission location. Bridges Guests will shelter in place at our Day Center on Hartson.
4. Interns: We are asking interns to not come in during this time period. Through arrangements with Emma Hughes, interns can continue their projects remotely. Feel free to connect with Emma Hughes (ehughes@familypromiseofspokane.org) with questions you may have about your internship and hours.
5. Shelter 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. Shelter staff members will be given assignments by

their supervisors. We intend to have shelter staff at both our Mission and Hartson location 24 hours a day. Our shelter staff that are in a higher risk demographic will be caring for the families at the Hartson location. Our staff from lower risk demographics will be caring for families at our Mission location. Staff with fevers or who have underlying health restrictions are asked to stay home. Please feel free to contact your supervisor with any questions or concerns you may have.

6. 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 Slack closely for further instructions.
7. 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 Spokane, so your financial support during this time period will be significant. Please feel free to donate online at: <https://www.familypromiseofspokane.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/familypromiseofspokane/> All other donations will need to be postponed until April.
 - C. Current Need: We are in need of camper trailers/RVs (preferably that have bathrooms) that we could borrow for the next 30 days. Our intended use of these trailers is to park them at our Mission location in order to separate guests that become ill in the coming weeks. We will ensure that all trailers are thoroughly cleaned and disinfected before they are returned, and we will take responsibility for any damage that may occur while in our care. If you have a trailer you would be willing to let us borrow, please email office@familypromiseofspokane.org.
 - D. 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 (<https://www.facebook.com/familypromiseofspokane/>) and website (www.familypromiseofspokane.org) in the weeks ahead. For Frequently Asked Questions, please see www.familypromiseofspokane.org/covid19

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,

Joe Ader
Executive Director
Family Promise of Spokane

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