

March 17, 2020

Dear Friends and Supporters of Saint John's:

With the ongoing spread of COVID-19, we have decided to temporarily close our campus to outside visitors effective immediately. With nearly 250 women and children and 114 employees on our campuses, we are taking all precautions to protect our clients, our staff and our volunteers from possible COVID-19 exposure. We are following the directives from the CDC and the Governor's office, and working with city and county staff and other local agencies. To that end, the following processes are in place:

1. **Plates Café and Catering, Plates Midtown and First Steps Child Development Center have suspended operations** until further notice.
2. Clients and their children have been asked to remain on campus and implement **social distancing** unless they must attend a court or medical appointment.
3. We are suspending our **volunteer program**, other than a small group to help with critical needs, until further notice.
4. **Deep cleaning** of living and working spaces is occurring three times daily.
5. All who enter must use **hand sanitizer** located at the front desk, and all on campus are asked to **wash hands frequently**.
6. **Employees** who can work from home, and those in the high risk categories, are working from home as possible and until further notice.
7. **Our April 2 and May 7 Guest Chef Dinners have been postponed** (see details below).
8. **A contingency plan** has been developed, including isolation rooms and processes, in the event that someone on our campus is infected by the COVID-19 virus.

Due to the postponement of our volunteer engagement program, we've had to cancel many days and evenings where volunteer groups were scheduled to provide, prepare and serve meals to our women and children. As a result, our food expense will be much larger for the next several weeks, perhaps months. In addition, the postponement of several of our upcoming fundraising events will also have an impact to our operating budget. Now, more than ever, we are in need of support from our community partners to help us through this unexpected international crisis. We are in touch with our county, city and state officials to determine what assistance is available to us, and we are grateful to the many members of our community that have already stepped up their donations in support of our program during this difficult and challenging time.

If you'd like to provide a monetary donation to help us with our added food expense and other financial implications of this crisis, we welcome any and all assistance, now more than ever. Please [**DONATE HERE**](#) to help in this time of need.

We hope this finds you all safe at home. During this time of "social distancing," we are focusing on the health and well-being of us all, and prefer to view this time as "virtually uniting." When times get tough, we as a community, have always found a way to unite. Together, we will get through this, too.

Sincerely,

Marc Cawdrey
Interim CEO