March 13, 2020

Dear CFAR Families,

Center for Families and Relationships (CFAR) understands that the situation is developing minute to minute and hour to hour in regards to COVID19. We are following the lead of the Department of Public Health, Community Behavioral Health (CBH), Department of Behavioral Health (DBH) and other community organizations to make decisions about our services.

As of now, based on information from the Philadelphia Department of Public Health and the Center for Disease Control, CFAR’s location is open and operating as usual. None of our staff have reported any suspected cases of COVID19. If staff exhibit any symptoms such as fever, cough, and shortness of breath they will be asked to stay home until they are symptom free and cleared by a doctor. We are asking the same from the families in which we serve.

Should the situation worsen, CFAR has a plan in place that will allow for continued service delivery to the greatest extend possible. We will communicate with clients on how we can work together if needed in the event of a quarantine or shutdown.

Please make sure you notify us in the event that you need to cancel an appointment. If you have been infected with COVID19 please let us know so that we can take appropriate steps.

In addition, here are some steps you can take to help you stay healthy:
- Avoid touching your face, especially mouth, ears and eyes
- Wash your hands regularly with soap and water for 20 seconds
- Cover your nose and mouth with a tissue when you cough or sneeze, and wash your hands afterwards
- Clean and disinfect surfaces and items you use frequently, such as your phone.
- If you have symptoms, please stay home until your fever has been gone and you receive clearance from your doctor.

CFAR will continue to do what we can to create a safe and healthy atmosphere for families to receive services. We will keep you posted if anything related to our services needs to change. Please like us on Facebook for updates. Feel free to contact us if you have any questions or concerns.

Sincerely,

[Signature]

Jordan Brogan
Chief Executive Officer

7901 Bustleton Avenue, Suite 300, Philadelphia, PA 19152
(215) 537-5367 Fax: (215) 288-4285
www.cfarcounseling.org