



June 8, 2020

Dear Clients,

Hello! We hope this finds you all doing well and staying safe. With the governor's announcement that Beaver County will be entering into the green phase of re-opening after the coronavirus pandemic, we are working diligently to open our Production Center as soon as possible. We anxiously and joyously await your return and with that in mind we need to inform you of certain changes to our daily operation.

We have taken every precaution to keep you safe and have enacted the following guidelines and protocols.

1. Lunches and breaks will take place at your work station and will be staggered with differing times.
2. Microwaves will not be available, please bring cold lunch and snack items, we will not be able to use the vending machines.
3. There will be no accessibility to water fountains, please bring your own drinks, enough to keep you for the entire day. We will provide extra water if absolutely necessary.
4. There has to be a limit on personal items brought into the shop; all items must fit into your lockers, remain there for the entire day, and go home with you each night.
5. It is mandatory for masks to be worn when on BCRC property. Please bring your own comfortable mask, if one is needed BCRC will provide you with one as you enter the building.
6. Upon arrival your temperature will be taken and you will be asked to complete a brief health screening questionnaire. If your temperature reading is above 100 degrees Fahrenheit you will not be able to work for the day, and will be asked to return home. If you fall ill while at work you will be briefly quarantined until return transportation is arranged.
7. We will have 6' markers and directional arrows taped to the floor to remind you of spacing requirements; work stations will be separated and upon your arrival you will be assigned a station which will be yours for the day.
8. There will be no hugging or touching of other clients, job coaches, or staff members. Strict social distancing rules will need to be followed.

We look forward to seeing you soon!!!

Sincerely,

*Paulette Miller*

PMM/mjs