



March 18, 2020

To: LSF Adult Advocacy Services, Clients and Community Partners

RE: COVID-19 a/k/a Corona Virus Measures

Thank you for trusting our office with your case management and guardianship matters. The health and well-being of our clients, employees and community health partners are of paramount importance to us. We are committed to keeping you informed as to how we are handling the landscape that is constantly changing (i.e. court closures, no-visitors at health care facilities, etc.). First, here is what we **ARE** doing:

1. **WE ARE WORKING** and the office phones and email will be answered as usual. Our voicemail system is accessible by staff who will be working both from the office and remotely from home until further notice. If you reach our voicemail please leave a message and we will get back to you.
2. **WE ARE** still accepting your referrals! New Consults and client meetings will be scheduled using telephone or video conference.
3. Staff will not be making visits to facilities, with the exception to drop off needed items at the front door for our clients or necessary documents that may be required. Case Managers will be calling the facilities weekly to check on our wards.
4. Our physical office is closed to the general public at this time.
5. Our staff will not be attending social gatherings and will not be traveling for in-home or facility appointments.
6. Guardianship hearings will be done via telephone conference when required.
7. Staff will not be conducting speaking engagements at this time, unless it is online.

Thank you for your continued trust in us.

Very truly yours,

LSF Adult Advocacy Services

TaQuisha Joyner-Stokes, Program Manager

A handwritten signature in black ink that reads "T. Joyner Stokes".

Enclosures: Phone Directory



LSF Adult Advocacy Services

