



The Key to Your Community

Judy Berman
Executive Director
725 8th St SE
Washington DC 20003

March 15, 2020

Dear Volunteers,

As I mentioned earlier this week, we have been preparing for the possibility that the District would close schools and other institutions in order to slow the spread of the Corona Virus. Given the announcement today that the District is closing schools and limiting government services to essential services only, Capitol Hill Village is triggering our contingency plan.

Beginning Monday, most staff will be working remotely. We are also implementing a Phone Tree Network using geographically-based Sector Captains and Co-Captains who will be touching base with all members who opt in, and identifying their needs as they arise. Our goal is to continue to provide essential services to members throughout this period.

Part of our contingency plan is to discontinue face-to-face volunteer services. **This means we will not be asking volunteers for rides or in-person services for our members.** Instead, we will be looking for volunteers with healthy immune systems, and no chronic health conditions, and who are not showing flu-like symptoms who would be willing to run errands, pick up groceries, or perform other tasks that will **not** require face-to-face contact with our members. Some of you have already reached out to say you'd continue to be available and I thank you for that. If you are concerned for your health for any reason, please do not hesitate to decline a volunteer request or ask to be temporarily removed from the volunteer roster. Your well-being is of the utmost importance to us.

If you have an in-person volunteer session set up with a member and have not heard from anyone on staff, please contact us prior to the visit.

We will also be looking for volunteers who are willing to do some tasks at home, like preparing mailings. Jacquelyn will be in touch with our regular office volunteers to assess your availability. Others who are interested in supporting CHV in this way, please let us know.

In this time of crisis, we are so grateful for everyone who is willing and able to support others who are more vulnerable. Capitol Hill Village could not exist without you. Please do not hesitate to contact us with questions or concerns.

Wishing you good health,



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A handwritten signature in black ink, appearing to read "Judy Berman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Judy Berman