

**Sharon:** Hi Everyone!

I'm Sharon Applegate, the Executive Director of DEAF, Inc. I want to share our COVID-19 reopening plan with the community. DEAF, Inc. staff had training on the office safety guidelines last week. DEAF, Inc. wants to ensure a safe and healthy environment for everyone. Reopening will proceed slowly and safely.

Please note that DEAF, Inc. reopening phases are subject to change. Public health data trends indicating significant increases in viral transmission, and/or increased absence of DEAF, Inc. staff could result in fewer open days or closing the agency that week.

In Part One, starting this week the Boston and Lawrence offices are open by appointment only once a week for a month. The Salem, New Bedford, Taunton and Cape offices will remain closed due to office relocations.

In Part Two, all DEAF, Inc. offices are open by appointment only on two days a week for three months.

In Part Three, all DEAF, Inc. offices are open by appointment only on three days a week for the next three months.

Part four is to be determined.

If you need in-person service, please contact DEAF, Inc. by VP, email, phone, website. It's important that you are aware of the new safety rules before you visit DEAF, Inc. The rules will be explained in detail next.

**Elvira:** Hi, when you come to DEAF, Inc. for an appointment, please be aware of these safety rules:

In-office services will be provided by appointment made in advance. We are unable to provide walk-in services at this time.

If you are sick, stay home and call to cancel your appointment.

DEAF, Inc. main doors and side entrances are locked at all times. Please ring the doorbell and a staff member will meet you at the door at the time of your appointment.

Face masks must be worn before entering DEAF, Inc.

Before entering the DEAF, Inc. office, you will be asked to confirm that you are healthy and have no COVID-19 symptoms, and you will be asked to use hand sanitizer.

Please be mindful and maintain social distancing at 6 feet at all times.

All classrooms, kitchen, conference and library rooms, and videophone areas are closed.

Bathrooms are open.

After your appointment we ask that you leave the DEAF, Inc. office.

If you have tested positive for COVID-19 after your visit to DEAF, Inc., you must inform us immediately.

If you have questions, please contact DEAF, Inc. Stay safe and well.