

Greetings YWCA Membership and Community Members,

We realize this is a difficult and disappointing time for many of you. We share many of these very same feelings. Like you, we are concerned about the uncertainties this unprecedented situation has created for our local community, the country, and the globe. While we know we don't have answers to all of your questions, please know YWCA leadership is diligently working to identify and address the issues that will impact you. At the YWCA the health and safety of our employees and the community we serve are our top priority. Because of that, effective immediately the YWCA and the YWCA Thrift Shop will be closed, meetings and classes cancelled, and public events cancelled until April 1. We will get through this together by being kind, keeping healthy and staying connected with friends and loved ones. Our plan is to continue to monitor the situation locally and nationally as we make decisions about our work and programming beyond April 1.

Sincerely,

The YWCA Staff and Board of Directors

YWCA Westmoreland and Thrift Shop Health Practices:

Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. We are following recommended practices.

Services and Programs:

- **The Preschool** is closed for two weeks from March 16 through March 31 as mandated by the state's requirement that all K-12 schools be closed.

Refunds:

- Individuals who rent our facility may choose to postpone their events to any available date in the future and their deposit will be credited to the postponed event date.
- No tuition will be charged for Preschool days missed due to the closure.

Hours of Operation for the YWCA and YWCA Thrift Shop:

- **Both locations are closed until April 1**

Special events, traditions, and meetings:

- **The Annual Sportswomen's Awards Banquet has been postponed until further notice.**
- **All YWCA committee meetings are canceled until further notice.**

Teaching and Learning Continuity:

- English as a Second Language classes are cancelled beginning March 16, 2020 through March 27, 2020. Registered students will be contacted directly with updates.
- The technology classes are cancelled and make-up classes will be scheduled when participants are available.
- The health & wellness class participants will continue when we re-open.
- All teachers have been asked to keep students updated and notified of any assignments, or changes after April 1 in a timely manner.