

Piece of Our Puzzle LLC
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Important Memo Regarding Coronavirus for Families

The effects of the coronavirus are being felt on many different levels world-wide at this point. Piece of Our Puzzle is closely following the up to date closings and is aware that this may impact your work schedule, if it has not already. To avoid chaos and confusion, I am going to separate this matter into the following categories:

- Early Intervention Cases
- ABA in-home cases
- ABA school cases
- Adult Cases
- Preschool
- Supervisors

Early Intervention Cases - At this time, Philadelphia has not mentioned closing their EI program. In the event the school your child is in closes, there will be no service provision until the school re-opens.

ABA school cases - If the school district or school in which your child attends is closed, there will be no service provision until the school re-opens. Once the school opens back up, your hours with the child will resume. We are not able to move school hours into the home at this time either - the only people able to do this are the BSC for consulting.

ABA in-home cases and Adult Cases - We are assessing this on a case by case evaluation. At this time, **there is no plan to suspend in-home cases**. Please continue as you have and if any issues arise, please contact your supervisor. Should we need to suspend services for an in-home case, service provision will start again once Piece of Our Puzzle has evaluated the situation and deemed it safe enough to move forward.

Preschool - There is no plan to close the preschool at this time.

Supervisors (BSC/BCBA) - In the event services are suspended, **which again there is no plan to do so**, we will offer consultation via phone call, conference call, video chat, zoom meeting,

etc. Prior to this becoming the case, we will discuss the details surrounding this with parents however this will be a way to continue care during such a hectic time.

Piece of Our Puzzle has been proactively deep cleaning all of our facilities on a regular basis prior to the Coronavirus however, we will continue to do so. As of 3/12/20, the facilities have been deep cleaned and disinfected. The health and well-being of staff at Piece of Our Puzzle is a huge priority as is the safety of our clients. We will continue to monitor this novel issue with close vigilance.

I would like to offer the following free trainings to all families:

- https://content.relias.com/resources/REL-ALL-0-PPANINF/story_html5.html?_ga=2.119536713.1712390405.1584051492-742753919.1584051492&lms=1
- <https://openwho.org/courses/introduction-to-ncov>

Thank you for your time and as always, please contact me with any questions or concerns.

Kindly,

Erin Farrell
Director