



68a West Passaic Street
Rochelle Park, NJ 07662
Phone: (201) 843-3427
Fax: (201) 843-3639
www.NCFL.net info@ncfl.net

March 16, 2020

Re: **UPDATE - Coronavirus (COVID-19)**

Dear Parents, Guardians, and Staff,

I am writing to update you on changes being made to operations here at NCFL based on mandates provided by the State of New Jersey to contain COVID-19. As of tomorrow, March 17, 2020, the NCFL Day Program operations will cease at our Rochelle Park location until further notice.

All NCFL Day Program clients who also reside with NCFL will remain at their respective group home where we will continue to provide day program services during the weekdays. Day program staff from Rochelle Park will be redirected to work in group homes to facilitate these services. Clients who reside with NCFL and normally attend other day programs will be provided day program services by NCFL staff in each client's respective group home since all New Jersey day programs will be closed.

At this time, we ask that you refrain from visiting your loved one(s) at any of our facilities and defer your visit to a future date. You may still reach your loved one(s) via phone as usual. If it becomes absolutely necessary for you to visit, please note that you will be asked to sign-in and out and provide contact information where you can be reached should we determine subsequent to your visit that you may have been exposed to the virus during your visit. We will also at that time provide you with information about contacting us should you become symptomatic in the 14-day period immediately following your visit to one of our facilities.

Staff are reminded that they should always carry their NCFL ID with them. Since Governor Murphy has implemented a curfew every evening from 8pm to 5am, the ID may become necessary to provide officials with proof that you are an employee who is essential to caring for developmentally disabled individuals when travelling to or from your workplace during this timeframe.

Please know that I have made these decisions based on State of New Jersey mandates and in the best interest of the health and wellbeing of our clients and staff. As promised, I will continue to keep you informed as circumstances change.

Sincerely,

Steve Setteducati
Chief Executive Officer