

[Date]

Subject: Essential Clinical Staff and Direct Support Professional

To Whom It May Concern,

_____ is employed as a(n) _____ of _____
and is responsible for providing **essential care and support** to adults with Intellectual and
Developmental Disabilities in community-based residential settings.

Our staff will be commuting to and from work (morning, evening and overnight shifts) and may be asked to shop for essential supplies and groceries for several individuals who require ongoing assistance with activities of daily living and/or have existing medical conditions precluding them from accessing the community at this time.

We provide regular COVID-19 updates including municipal, state and national recommendations, directives, orders, and mandates. Our staff are knowledgeable of all infection control and social distancing guidelines related to the COVID-19 Pandemic.

If there are any questions or concerns, please do not hesitate to contact our office at _____.

Sincerely,

[Executive Director]

[title]