



Friday, March 13, 2020

To Our Valued Partners,

As our communities continue to feel the increased impact of Coronavirus, we feel it is important to share with you what we are doing to help keep our staff, partners, students and parents safe and healthy. Effective end of business today, The FRIENDS FIRST Denver and Pueblo offices will be closed for face-to-face work and guest interactions and will remain closed until Friday, March 27, 2020. As of right now, we are planning to re-open the office on Monday, March 30, 2020.

Our staff will continue to work and be available in a modified remote capacity. However, we will be ceasing all programming within our schools, lunch and learns, community events and any other scheduled face-to-face activities during our closure. As you are likely aware, a vast majority of the school districts we serve have already made the decision to extend spring breaks by a week or two and we will be following the guidance from those school districts as to how our programming will continue moving forward at that time.

As of right now, we are still actively planning to host the STARS National Conference in June and will send further communication should that need to change. As always, we have a full-time nurse on staff throughout the conference. We will be evaluating if any additional measures or procedures need to be put into place for the conference as it relates to COVID-19. Your health and safety, as well as our student's health and safety is of the utmost importance to us.

We will be returning messages left on our main line at 720.981.9193. For email addresses of individual staff members, please visit our website at [friendsfirst.org/staff](https://www.friendsfirst.org/staff). All general emails can be directed through our website contact page or info@friendsfirst.org.

Thank you in advance for your patience as we navigate this challenging situation one day at a time and determine how best to continue serving our communities, while maintaining our focus where it belongs: on our valued students and staff.

Sincerely,

A handwritten signature in black ink that reads "Elycia R. Cook". The signature is fluid and cursive.

Elycia Cook, President & CEO



720.981.9193



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