***The Adjustment to Vision Loss Does Not Stop—Neither Will We.***

Dear Friends,

As you are aware, organizations everywhere are managing the impact of the ongoing pandemic on their workplaces. Each passing day brings new developments. Here at The Carroll Center for the Blind, our top priority remains the health and well-being of our consumers, employees, volunteers, business partners, and the communities we serve.

The Carroll Center is thrilled to report that, to date, no staff members have tested positive for COVID-19 and that everyone is closely following governmental and public health guidelines to remain proactive.

While we had been doing only remote instruction in the Spring, we began limited face-to-face instruction and evaluations in June both on campus and in the community. This summer we offered a wide variety of remote youth programs as well as a 4-week youth day program on our Newton Campus. Both remote and face-to-face programs were well received and attended.

It is remarkable how eager most clients are to return to our campus for transformative services or welcome us into their homes and community. Our dedicated Carroll Center team has been strategizing on how to best support these in person services for school-aged students, adults, and seniors. We are planning to open our residential rehabilitation programming this September and provide in-school services, as well as continue with remote instruction and support. Our goal is to be flexible to meet all needs during this challenging time.

As each week goes by, The Carroll Center’s leadership team is reviewing many strategies and preparing best practices, while heeding the advice of local, state and federal government officials and public health agencies. To protect the health and safety of our consumers, staff, volunteers and business partners, The Carroll Center has and will continue to take the necessary steps, safeguards and modifications to our operations and environment of care.

Here are just a few steps we have already taken:

* **Facilities Services** conducts frequent cleaning and disinfecting on site daily. We utilize staff resources during the day and a professional cleaning service on evenings, Monday through Friday.
* **Cleaning and Disinfecting:** Assigned staff and our professional cleaning service will conduct frequent disinfecting of heavy traffic areas and high-touch surfaces (i.e. doorknobs, elevator buttons, stair railings, horizontal surfaces, faucets, bathrooms, etc.). Staff clean and disinfect areas and equipment between each client use.Providing office cleaning/disinfecting supplies with training and instructions for employees to disinfect their workspace and/or shared equipment.
* **Modifications** have been made to open client/teaching areas and common spaces so that staff/clients are able to keep six feet of physical distance from each other while we maintain a conducive learning environment.
* **Monitoring** a daily headcount and location of staff/clients on campus. Many staff continue to work at home helping us to de-densify our campus.
* **Conducting** all meetings as possible via Zoom, telephone or where social distancing and space capacity allows. Use of outside meeting places on campus is maximized.
* **No outside groups** will be allowed on campus until further notice. Outside professionals must make an appointment and are pre-screened for COVID-19 symptoms. Face masks are mandatory for all on campus.
* **Engineering Controls**: Our goal is to maintain effective building air circulation and ventilation by ensuring that existing HVAC systems function as designed. We will achieve this by increasing regular preventive maintenance, monitoring filter efficiency, investigating and repairing system deficiencies, and strategically increasing the levels of outside air by opening doors and windows where possible. Our campus engineering controls and design allows for excellent air circulation.

Safety will continue to be our highest priority to ensure the health and well-being of staff and our consumers. Best practices will be utilized in all areas of our operations and instruction to help each client achieve their goals in the best environment of care possible. Personal protective equipment is required and available to all as well as hand sanitizer and handwashing sinks.

If you have any questions about how The Carroll Center for the Blind can help, whether on-campus or remotely, please feel free to contact us at 800-852-3131 or visit our website at [www.carroll.org](https://www.carroll.org/). Our management team is always available to answer any questions or concerns. Our Director of Admissions, Kathy Felt, is at the ready to connect you to our critical and transformative services for All Ages and All Stages of Vision Loss.

Best Regards,

**Gregory J. Donnelly**

**President and CEO**

**Dina Rosenbaum, M.Ed.**

**Chief Program Officer**