

Anthony Capizzi, Administrative Judge
Helen Wallace, Judge



Eric Shafer
Court Administrator

**Montgomery County Common Pleas Court
Juvenile Division**

380 West Second Street
Dayton, Ohio 45422-4240
(937) 496-7908
Fax (937) 225-5800

DATE: March 18, 2020

TO: Family/Guardians of Center for Adolescent Services Youth

FROM: Michael Garrett, Director

SUBJECT: Coronavirus (COVID-19)

Dear Family/Guardians,

As you are aware, we are dealing with a constantly evolving situation regarding the novel coronavirus (COVID-19). On Friday, March 13th, per Governor Mike DeWine's directive, we have suspended all non-critical in-person volunteers and visitation, as well as all non-essential transports, home visits, and off-grounds requests. In addition, our facility is putting in place new cleaning protocols throughout the building, such as routine sanitizing of high-touch areas, and screening all employees for fever or symptoms before they even enter our lobby. Anyone who shows a fever or is symptomatic is not being permitted into the facility. These measures are being taken to protect our residents and staff from infection so that we can continue as many of our daily operations as possible.

We understand that visitation is important to the families of our youth, and we have been working diligently to create other avenues of contact between you and your child. To that end, we are providing every youth with a 10 minute phone or video call daily, and Paytel is providing an additional free call per week. As well, all youth have the ability to earn additional calls with program participation. Our team is working on utilizing FaceTime and Zoom, as an alternative to our current video call system. Clinical team meetings, as well as family sessions, will continue with all parties via phone or video.

In regard to physical mail, we recognize that traveling to the post office or purchasing stamps may not be feasible, as many members of our community are choosing to self-isolate. As always, we accept unlimited physical mailings to 333 Access Road, New Lebanon, OH. 45345. Youth can still send their letters via our mail system. As an alternative option, our team has created an email address for the purposes of scanning and emailing letters written by youth directly to parents. This is a cost-free, unlimited system that allows parents/guardians to respond immediately to their child. **This email address is: CASFacility@mcjcoho.org. Please include your child's name in the subject line.**

The Ohio Department of Health is the best resource for your questions about COVID-19, and we encourage you to check out www.coronavirus.ohio.gov, which is being updated daily by 2:00 p.m. with the latest information. If you have specific questions about coronavirus, feel free to call 1-833-4-ASK-ODH (1-833-427-5634), which is open seven days a week from 9:00 a.m. to 8:00 p.m.

Thank you for your patience as we work to prevent the spread of COVID-19. If you have any questions or concerns, please give us a call at 937-687-9427.

Sincerely,

Mike Garrett
Director of the Center for Adolescent Services