

SAN GABRIEL/POMONA REGIONAL CENTER

March 23, 2020

Re: Temporary Office Closure and Remote Workforce- COVID-19

Dear San Gabriel/Pomona Regional Center (SG/PRC) Community:

Many of you are aware of the challenges associated with the novel Coronavirus 2019 (COVID-19) health crisis. While this pandemic unfolds, we are closely monitoring and implementing the guidance of the Centers for Disease Control and Prevention, California Department of Public Health, local public health officials, and Governor Newsom's **stay at home** order to protect your health and safety. The SG/PRC website @sgprc.org is regularly updated with announcements to provide you with guidance and changes in the SG/PRC's service delivery practices and policies.

Together we play an important role in containing the spread of the Coronavirus.

Given our shared responsibility to protect the health and safety of one another, effective March 24, 2020 the SG/PRC office will be temporarily closed to the public. The SG/PRC office is open through appointments only. We will continue to perform eligibility, intake and clinical assessments in our office with consent from the individual served, parent, guardian or legal representative.

In addition, we have adjusted how we deliver service coordination and other regional center services. Most SG/PRC employees are now working remotely, except for employees responsible for key critical functions and tasks that must be performed in the office, including eligibility and intake assessments, accounting, office services and leadership oversight. Our goal is to have nearly all SG/PRC employees working remotely when feasible for their protection and yours. Rest assured, during this health crisis our remote workforce are fully prepared to perform all business functions to meet your needs.

Above everything else, your health and safety are important to us. During these times, we must remain united, uplift and support each other. We are a resilient community, and we will overcome this together.

Take care of yourself and your families.

Kindest regards,



Anthony Hill, M.A. Esq.
Executive Director

75 Rancho Camino Drive, Pomona, California 91766
(909) 620-7722 www.sgprc.org

Program of San Gabriel/Pomona Valleys Developmental Services, Inc.