



Memo

From: Becky Carson, Executive Director

Date: March 23, 2020

Re: COVID-19 Response Update

This memo outlines CASA's response as it relates to COVID-19 following Governor Whitmer's Executive Order issued on March 23, 2020 to suspend activities that are not necessary to sustain or protect life.

Staff Work:

Unless work requires staff to be in the office to perform basic functions, attend to safety issues or attend emergency meetings/hearings, CASA's staff will work remotely until the Executive Order is lifted. Options exist for video-conferencing as appropriate. CASA's staff will continue to connect with volunteers and child welfare partners regarding cases to ensure the best interest of children in this season.

In-Person Visits with Children:

Given the order to suspend activities that are not necessary to sustain or protect life, CASA is suspending in-person visits with children unless safety concerns warrant further discussion with leadership and child welfare partners to determine an appropriate course of action. This suspension is in place until the Executive Order is lifted. The in-person contact shall be replaced with phone or video-conferencing in accordance with agency policy.

Volunteer Court Appointed Special Advocates will continue to connect with children and families weekly, and will advocate for any needed supports and resources as appropriate.

Trainings and Support Meetings:

Advocate Supervisors will hold weekly support meetings with volunteers to serve as a touchpoint to process changes and discuss any challenges/barriers.

The New Volunteer Training has been postponed, and will be rescheduled after normal organizational activities resume.

Events:

CASA's annual Gala scheduled for April 2nd has been postponed, and an alternative date and plan will be determined. Any sponsorships and ticket purchases will be applied to the rescheduled date.

Additional changes to the event schedule will be posted.

This memo may contain confidential information and is intended solely for the use of the individual or entity to which it is addressed. If you have received this memo in error, please notify the sender and return this information to the sender at the above phone number. Thank you.
