



5/15/2020

Dear Project Id Members, Parents, Caregivers, and Group Homes,

All of us here at Project Id have missed you so much! This letter is to inform you of our plans moving forward.

We are going to TRY to open after we enter into Phase 3 of Governor Inslee's plan to re-open. We will be limited to the amount of members that we are allowed to admit on any given evening. We will let you and your staffs know by phone which evenings you will be allowed to attend.

There are new guidelines and procedures for The Den that we want you all to know about. Some of the new guidelines include the following:

1. If you are sick, **STAY HOME** for safety reasons!!
2. Use hand-sanitizer at the The Den check-in desk upon entry.
3. Bring your own face mask and wear it while you are at The Den. If you show-up without a mask, you will NOT be admitted.
4. For a limited time DINNER WILL NOT BE SERVED AND NO FOOD WILL BE ALLOWED IN THE BUILDING.
5. For safety and emergency purposes, we must have a current and working phone number for your caregivers (that will be answered) while you are at The Den. If caregivers cannot be contacted as-needed and/or if a member is not picked-up as-needed, then a \$50.00 fine will be assessed. This has been an ongoing problem that cannot continue. It puts everyone at risk.

We have been auditing our files, and have found much of our information is either incomplete or out-of-date. So we are requiring everyone to fill-out a new application. Our application is available online at www.projectidspokane.org. Please make sure all pages of the application are filled-out! Incomplete applications will not be accepted. We need all this information in order to stay compliant with our liability insurances.

And last but not least, a big *SHOUT-OUT* to our members who have continued to pay their monthly dues during this crisis. Without your continued support, we could not continue to provide our services! We are asking every Member to continue to pay their dues. We still have our rent, utilities, and insurance which we have to pay. We need your help!

Thank you.

Feel free to contact us with any questions or concerns at Project Id 509-475-7185.

Stay safe and hope to see you soon.

Bob Hutchison, Executive Director and Marlayna Smith, Program Director

I have read and understand the new policies and procedures.

Signature _____ Date _____