June 3, 2020

<<NAME>>  
<<ADDRESS LINE 1>>  
<<CITY>>, <<STATE>> <<ZIP>>

Dear <<FIRST NAME>>,

We hope this letter finds you safe and healthy. Over the past few months, the COVID-19 pandemic has changed our way of life and the way we conduct visits here at SCAN. Today, I am writing to share an update with regards to your home visiting schedule as we transition from virtual visits to face-to-face visits.

**As we follow guidance from Department of Child Services and Governor Holcomb’s Back on Track plan for the state of Indiana, SCAN will resume face-to-face visits in homes starting the week of June 15.** We look forward to seeing you in-person.

In preparation for a SCAN worker to visit your home, you had a Child and Family team meeting with your SCAN worker and DCS Family Case Manager to plan for the transition from virtual visits to face-to-face visits on \_\_\_\_\_\_\_\_\_\_\_\_\_. Enclosed with this letter, you will find the approved transition plan.

For these in-person visits, we have implemented the following procedures to keep you, your children and our staff safe.

* Prior to the visit, your SCAN worker will call you to ask the COVID-19 screening questions:
  + - Have you have been instructed to self-quarantine/isolate? If yes, why?
    - Have you had contact within the last 14 days with any person with symptoms of COVID-19 OR a confirmed COVID-19 diagnosis?
    - Do you have any symptoms of a respiratory infection (e.g., cough or shortness of breath)?
    - 4. Do you have at least 2 of the following symptoms? Fever, Repeated shaking with chills, Chills, Muscle pain, Headache, Sore throat, Loss of taste or smell (recent onset)

Individuals need to be fever free for 72 hours before a face-to-face visit can occur. A fever is considered a temperature above 100 degrees Fahrenheit.

* If someone in the home answers yes to any screening question, your worker will determine whether the visit should take place in person or virtually.
* Once in your home, the worker has been instructed to utilize gloves, hand sanitizer and put on a face mask for your protection

If you have any questions regarding our new policies, please discuss them in your child and family team meeting or call your SCAN worker. Face-to-face time is critical to rebuilding a bond with your child, and SCAN is committed to providing you with home visiting services.

We look forward to seeing you in-person starting the week of June 15!

Sincerely,