



Administrative Office
Sudley North Govt Center
8033 Ashton Avenue
Manassas, VA 20109
703-792-7800
Fax: 703-792-7704

Service Locations

7969 Ashton Avenue
Manassas, VA 20109
703-792-7800
Fax: 703-792-7817

A. J. Ferlazzo Building
15941 Donald Curtis Dr.
Suite 200
Woodbridge, VA 22191
703-792-4900
Fax: 703-792-7057

Ridgewood Building
4370 Ridgewood Center Dr.
Woodbridge, VA 22192
703-792-4900
Fax: 703-792-5098

Phoenix Building
8500 Phoenix Drive
Manassas, VA 20110
703-792-5480
Fax: 703-361-8840

**Infant & Toddler
Connection of VA**
7987 Ashton Avenue
Suite 231
Manassas, VA 20109
703-792-7879
Fax: 703-792-4954

March 13, 2020

Dear Community Stakeholders,

I want to give you a brief update and make you aware that we are working with the County Emergency Management and Health District regarding concerns and plans for protecting our staff and individuals we serve related to the Corona virus pandemic. The health and safety of our community and team are our top priority. The guidance that follows is based on information that is publicly available from the Centers for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

As of now, we are continuing our normal business hours and hope to continue doing so. However, we have suspended some services. We may make additional adjustments accordingly, as we receive guidance from the CDC and County Emergency Operations. We will make you aware of any substantial updates through email and posting on our Community Services Website: <https://www.pwcgov.org/government/dept/cs/pages/default.aspx>.

What We Are Doing:

- Asking our team members and others not to come to the office when not feeling well.
- Practicing social distancing and suspending non-essential work-related travel.
- Increasing sanitation of workstations and frequently touched surfaces.
- Encouraging individuals to wash their hands.
- Exploring telehealth expansion where possible.
- Encouraging telework as service and program needs allow.
- Encouraging teleconferencing or web-based meetings for non HIPAA related meetings.

What We Ask That You Do:

- Please do not come into the office if you or they are not feeling well. Please reschedule your appointment. We will be asking screening questions when scheduling appointments and before meeting with individuals in our offices or in the community.
- Please do not bring any other children or adults to the office if they are not feeling well.
- If you or someone in your household is sick, please reschedule your appointment.

The Following Services Have Been Suspended Until Further Notice Effective Immediately:

- Same Day Walk-in Access Appointments normally occurring Monday through Thursday 8:30-2:30 pm are being temporally suspended. Emergency Services will continue to provide emergency evaluations for those experiencing a psychiatric emergency.
- Group Treatment occurring at Community Services office sites. Clinical staff will be following up with individuals to provide support and offer telephonic assistance.
- Phoenix Center Clubhouse Program will be closed to participants through April 14, 2020, following the Prince William County School schedule. Clinical staff will be following up with participants to provide support and offer telephonic assistance.
- Any scheduled meetings or events utilizing Community Service space by outside entities will be cancelled.
- The March 19, 2020 and April 16, 2020, CS Board meeting are cancelled.

I understand that these are challenging times. It is very important that wellness routines such as good nutrition, getting enough sleep, rest and exercise are maintained. These strategies positively impact your health and wellbeing and help to reduce stress. Please ensure you are washing your hands frequently, as recommended by CDC. If there are things we can do to be helpful, please let us know.

Wishing you wellness,

Lisa Madron, LCSW, CTS

Executive Director