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December 18, 2020

RE: SBC Winter Closure and Provincial Restrictions

Dear Parents, Guardians, and Caregivers,

As we begin our winter break, I am aware that many of you have questions and concerns regarding the latest restrictions in effect for the next several weeks, and the potential impact on our operations.

At this point, we will continue with our original dates of December 21, 2020- January 3, 2021 for the break. Given that the number of positive COVID-19 cases during this time are expected to be high, we will require enhanced screening for all staff and individuals returning to on-site programming on January 4, 2021.

In addition to the current safety protocols we have in place, we will be enhancing restrictions until at least January 11. Enhanced restrictions will include:

- No visitors inside the SBC building- this includes parents/guardians/caregivers and transportation staff.
- Modifying client schedules to align with Access Calgary restrictions and transportation
- Further modification of client schedules through January 11, 2021, as per parent/guardian caregiver request

We understand that some of you may choose to keep individuals at home, or in their residential settings until January 11th. Therefore, we will be offering additional pre-recorded virtual programming sessions for all interested clients from December 18, 2020 through the end of January 2021. For those individuals who are not returning to on-site programming until January 11, we will offer additional live virtual programming throughout the week and additional 1:1 support as per your request, in coordination with an SBC Program Manager.

We want to do everything we can to accommodate our clients' needs, while minimizing risk and ensuring safety for everyone. We are very hopeful that the current restrictions will contribute to a significant reduction in positive COVID cases, so that we can resume and maintain regular programming, resulting in a healthy and engaging environment for our individuals and for our staff.

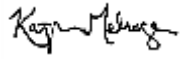
As always, if you have questions, concerns, or would like clarification, please do not hesitate to reach out to us. We will be checking voice messages and emails periodically over the break.

DAY PROGRAM SERVICES FOR ADULTS WITH DISABILITIES
Springboard Centre is a registered charity. All donations are welcome.

Donna Crawford, *Chairperson* ♦ George Roberts, *Vice-Chairperson*
Bill Blair, *Past Chairperson* ♦ Tammy Lafortune, *Treasurer* ♦ Karen Roth ♦ Roxy Schmidt ♦ Ken Taub
Carol Allan ♦ Martin Hoornaert ♦ Christopher Rappel ♦ Jackie Ross ♦ Keith Samuels ♦ Gord Hoffman, *Honorary*
Kathryn Melrose, *Chief Executive Officer*

We want to thank our staff, families, and all those who support our individuals for doing your part to minimize the spread and keep Albertans safe. It is a strange holiday season that we are experiencing, but we know that we are all in this together.

Best wishes,

A handwritten signature in black ink, appearing to read 'Kathryn Melrose'.

Kathryn Melrose
CEO