



Phone: 347-297-8059

Mailing Address: P.O. Box 541559 Bronx, New York 10454

Located at: 606 East 141<sup>st</sup> Street, Bronx, NY 10454

[www.graffiti2ministries.org](http://www.graffiti2ministries.org)

---

March 14, 2020

Graffiti 2 Community Ministries' Board of Directors recognizes the mission of the organization to revitalize, revive, and revolutionize the Mott Haven neighborhood of the South Bronx. This mission to meet the holistic needs of children, teens, adults, and families is a call to serve our neighbors. During this challenging time in our country, the challenges of our neighborhood certainly do not fade, and perhaps are even magnified.

With that in mind, while also heeding the guidance of federal, state, and city government and local and national partners, the Graffiti 2 Community Ministries' Board of Directors offers the following guidance:

To all individuals:

- Stay tuned to city (NYC.gov), state (NYS.gov), and federal (CDC.gov) governmental authorities and heed all recommendations given. No guidance in this document should supersede the most recent guidance given by these authorities.
- In making determinations for participation in any activity, please take not only your personal health into consideration, but the personal health of others as well.
- Graffiti 2's point of contact for all matters related to our organization's response to COVID-19 is the executive director, Andrew Mann. He can be reached at 347-297-8059.

To our employees:

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance to learn about the risk of their potential exposure.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol content.
- Cover your cough or sneeze with a tissue, then immediately throw the tissue away.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid touching your eyes, nose and mouth.

To our program participants:

- Graffiti 2 Community Ministries' programs follow the calendar of the New York City Department of Education (NYCDOE). If NYCDOE schools are in session, Graffiti 2 Community Ministries will operate programs.
- If a student is sent home from school or is not in attendance at school due to illness or the cancellation of their school due to illness, he or she should not attend programs at Graffiti 2 Community Ministries.
- Child or adult learners who show any of the following symptoms should not attend Graffiti 2 programs and should follow precautionary quarantine instructions from New York state health officials:
  - Cough
  - Fever
  - Trouble breathing
  - Pneumonia
- If a child or adult learner has had contact with any person with known COVID-19 or person under investigation for COVID-19, he or she should not attend Graffiti 2 programs and should follow precautionary quarantine instructions from New York state health officials.
- In the event NYCDOE chooses to close schools, Graffiti 2 Community Ministries will determine the most effective and safe means to continue to serve the Mott Haven community.

To our mission partners:

- Graffiti 2 Community Ministries' national partner, Send Relief has suspended all mission trips through April (visit [sendrelief.org](http://sendrelief.org) to find more information).
- Any mission partners who have planned to serve with us in May, June, or July are encouraged to not alter plans at this time. If a mission partner determines it is in their best interest to cancel travel plans, the Graffiti 2 Community Ministries' Board of Directors respectfully requests the following:
  - Notify Graffiti 2 Community Ministries as soon as possible.
  - Consider allocating funds that would have been used for travel to Graffiti 2 Community Ministries so local personnel can minister in your absence.

To our donors:

- During this time of financial volatility, we appreciate your steady support. We recognize that financial constraints may limit some individuals' ability to give while Graffiti 2's opportunities to serve in the midst of crisis may increase. For those that are able to make a special donation, continue their giving, or increase their support, we are grateful.

Given the scope and scale of the spread of COVID-19, we will continue to monitor the guidance provided by public health officials and provide updates to our practices as necessary.

God bless,



Erin Vowell  
Board President



Andrew Mann  
Executive Director