



OFFICIAL MEMORANDUM

TO: UCP of Greater Cleveland Employees

FROM: Beth Lucas, Chief Operations Officer

RE: Facility Closures

DATE: March 24, 2020

Hi Everyone,

I hope this message finds you safe and healthy.

Just a quick reminder that **all UCP of Greater Cleveland facilities, with the exception of our group homes, are currently closed. There is no access to the Wolstein Center, Westlake or Highland Hills.** The group homes are only open to those who are working. We felt this was the best course of action for everyone involved. If you have an emergency need for access, please contact me.

Please know that we will continue to do our best to stay in touch with you throughout our closure. We are here if you need anything and will be providing more information to you in the coming days as it becomes available. In the meantime, do not hesitate to reach out to me at (216) 534-9960 or blucas@ucpcleveland.org. I am available anytime and happy to help wherever possible.

Be Well,

Beth