



## OFFICIAL MEMORANDUM

**TO: UCP of Greater Cleveland Employees**      **FROM: Patricia S. Otter, President & CEO**

**RE: Essential Employee Status/State of Emergency**

**DATE: March 20, 2020**

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For the purposes of the state of emergency as declared by the Governor and Director of Public Health, you have been declared an **ESSENTIAL EMPLOYEE**. You are expected to work during a declared state of emergency unless your supervisor advises you otherwise.

**TO LAW ENFORCEMENT AGENCIES:** Please note that the bearer of this notice has been designated an essential employee for the State of Ohio. Their presence at their worksite is essential to the operations of UCP of Greater Cleveland (addresses listed below). These locations are Medicaid-certified, state licensed facilities serving individuals with disabilities.

We respectfully request that all Law Enforcement Officials respect this essential employee status and extend all courtesies to this individual during periods of a state of emergency.

Verification that this employee is scheduled to work or that he/she has been called into work can be obtained by calling the Residential Manager at (216) 409-0709 or the Chief Operations Officer at (216) 409-0021. Thank you.

**UCP of Greater Cleveland  
Wolstein Center  
10011 Euclid Avenue  
Cleveland OH 44106**

**Edendale House  
Intermediate Care Facility (ICF/IDD)  
1374 Edendale Street  
Cleveland Heights OH 44121**

**UCP of Greater Cleveland  
Westlake Center  
Kensington Square Plaza  
28731 Center Ridge Road  
Westlake OH 44145**

**Memphis House  
Intermediate Care Facility (ICF/IDD)  
9401 Memphis Avenue  
Brooklyn OH 44144**

**UCP of Greater Cleveland  
Highland Hills Center  
4329 Green Road  
Highland Hills OH 44128**