



11 US Route 206, Suite 100 · Augusta, NJ 07822  
Phone: 973.383.7442 · Fax: 973.383.8330  
[www.scarc.org](http://www.scarc.org)

Phillip Motyka, *Chairman of the Board*  
Richard C. Lecher, Ph.D., *President and Chief Executive Officer*

Janis M. Woerschling, *Chief Operating Officer*  
Karen L. Newburgh, CPA, *Chief Financial Officer*  
Mary Jo Smith, SHRM-SCP, *Chief Human Resources Officer*

March 16, 2020

Dear Parents, Family members, SCARC Employees, and Board members,

Due to the current environment regarding COVID-19 (coronavirus), SCARC will be implementing our active SHELTER IN PLACE policy effective immediately. The closing period will be from March 16 – March 27. If possible, depending on the progress of the COVID-19 virus, the SHELTER IN PLACE period may end as of March 30, or it may be extended. We are considering the health and safety of our individuals and employees as our first priority. As such, the following details will take effect immediately:

- All SCARC day program and supported employment will be closed as of March 16
- Recreation, Special Olympics, and ALL community activities will be cancelled
- Family Support, including Just Us Kids, Teen Scene and agency hired respite activities, will be cancelled
- All Therapies (Speech, Occupational, Physical) will be cancelled
- No visitors will be permitted at any SCARC locations, including Administrative offices
- Residents are being advised not to go home; if any do go home, they will have to stay home for the duration of the SHELTER IN PLACE period
- Day program employees will be redeployed to our group homes to work
- Priority medical appointments will be honored
- Any IDT, ISP and NJCAT review meetings will be held by telephone

If anyone has questions, they can be addressed to Richard Lecher, SCARC Chief Executive Officer at 973-383-7442, or by email at [rlecher@scarc.org](mailto:rlecher@scarc.org). In case of an emergency, you can call the SCARC Administrator on Call (AOC) at 973-383-8442. Our website, [www.scarc.org](http://www.scarc.org), has up to date information on COVID-19.

∴