



CORNERSTONE ASSOCIATES, LLC
6967 HILLSDALE COURT
INDIANAPOLIS, IN 46250
PH.317-299-6088 FAX.317-299-7076

June 2, 2020

To All Stakeholders (Individuals served, guardians, family members, employees, and IST members),

As Indiana begins to reopen businesses and get Back on Track, we have begun to evaluate ways we can allow some flexibility with the limitations initially put in place to protect the individuals we serve and the employees who provide their supports.

We know that families who have maintained a respectful distance are anxious to be together. Although we continue to discourage visitors in each residential site, we believe it is appropriate for families to again visit as they were previously accustomed to doing. We trust that family members will practice all the safety protocols we expect of anyone in the residence (eg., not visiting if experiencing any symptoms of illness; using hand sanitizer; maintaining social distance and wearing masks as appropriate). We will accommodate other IST members who feel that they have exhausted the effectiveness of virtual meeting options and prefer in-person visits. We do request the courtesy of advance notice.

We will also plan to gradually resume limited community based activities. These will be primarily outdoor activities in areas well distanced from other individuals. Visiting parks, walking trails, picnics are examples of activities that may be considered. There is not yet a plan to return to other public venues such as restaurants, stores, sports facilities, or large group settings.

Our administrative office will begin to reopen, but only for essential business. Hours will be limited; access will be restricted. Our administrative staff remains available to assist and to respond as they have been over the past three months. Our receptionist continues to answer our phone; messages continue to be conveyed; and email remains an effective communication tool.

Our day program will remain closed until at least late-June or early July. While this is in part due to managing the risk posed by the coronavirus, it is also due to relocating our day program site and some unplanned delays with the renovation process. The timing could not be better. Our new site will allow for easier access and more social distance between individuals and groups. It is large, colorful, and bright. As with all components of our reopening plan, returning to the day program will also be a gradual, phased in process.



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We truly appreciate the ongoing understanding and support we have received from each of our stakeholders. We ask for your continued patience as we move forward with plans to modify our services and to re-define what day-to-day will look like.

Respectfully,

Marta Metcalfe, EdD
Executive Director