



March 13, 2020

Subject: Brooklyn A's Response, Care, and Advocacy for the Communities We Serve

To The Brooklyn A Community:

This is a brief note to update you on our response to the Novel Coronavirus (COVID-19) outbreak.

First and foremost, we want to acknowledge that the disruption and uncertainty associated with the current situation is unsettling for everyone. Like you, we're watching with concern as the Novel Coronavirus (COVID-19) spreads and disrupts people's lives. **One thing that won't change, however, is our commitment to the communities we serve throughout New York City.**

Brooklyn A is committed to safeguarding the health and well-being of our team members while also ensuring we continue to provide our clients with the highest-quality services and advocacy.

In an active effort to prioritize the health and well-being of our community, **Brooklyn A has closed our offices to the public at 260 Broadway, Williamsburg, and 1471 Fulton Avenue, Bedford-Stuyvesant, effective Monday, March 16, 2020.**

The entire Brooklyn A staff is working remotely. Only essential staff will be authorized to come into our offices at set times to ensure the continuity of our business operations and services. We will send out follow-up communications if there are any changes and once we resume full normal operations.

We are fully confident in our ability to continue supporting our clients through these turbulent times. Our work is more critical than ever.

To ensure our uninterrupted operations, we've taken the following steps:

- As mentioned above, the entire Brooklyn A staff is working remotely. We made this decision as part of our contribution to community safety. We want our team to stay healthy, and we believe it's important to join broader efforts at reducing the risk of wider infection.
- Brooklyn A staff can still be a resource for you and your family during this time. If you have general questions, you can reach our general phone line (718) 487-2300, during regular business hours (Monday – Friday, 9:00 am-5:00 pm). If you are a current client and have a question for your advocate, you can reach out to them directly by phone or email.

In the meantime, please find relevant information regarding precautions to stop the spread of COVID-19 below:

- **Stay informed:** We recommend keeping updated on the most current updates from both the [World Health Organization \(WHO\)](#) and the [Centers for Disease Control and Prevention \(CDC\)](#).
- **Protect yourself:** Wash your hands often with soap and water. If soap and water aren't readily available, use a hand sanitizer that contains at least 60% alcohol. If possible, avoid getting on overcrowded trains, buses, or spaces.
- **Protect others:** Cover coughs and sneezes with a tissue; if you don't have a tissue, cough and sneeze into the inside of your elbow, not your hands.
- **Know when to seek medical attention:** Stay at home if you aren't feeling well. If you have a fever, cough, and difficulty breathing, seek medical attention. Call in advance to let your health care provider know about possible exposure.

[CDC](#) and the [World Health Organization \(WHO\)](#) provide updates on the virus and safety information for the public and healthcare professionals. You can sign up for CDC's email updates [here](#) and WHO's email updates [here](#).

The safety and well-being of our community are of the utmost importance. If you have questions or would like to speak with us, please call (718) 487-2300 or email info@bka.org.

Sincerely,



Jessica Rose, Esq.
Executive Director

building communities, ensuring opportunity, achieving justice

□ 260 BROADWAY, SUITE 2, BROOKLYN NY 11211

□ 1471 FULTON STREET BROOKLYN NY 11216

PHONE: 718-487-2300 FAX: 718-782-6790 WWW.BKA.ORG