



To: Residents of Casselman House and Weeks House  
From: Marissa Wheeler, Director of Resident Services  
Date: Monday, March 16, 2020  
Re: Importance of maintaining social distance in our vulnerable communities

I am writing regarding the COVID-19 (coronavirus) pandemic and to remind all residents of the importance of social distancing. Both Casselman House and Weeks House are home to a majority of high-risk residents as defined by the Center for Disease Control (CDC) and it is recommended that high-risk individuals take every precaution necessary to keep space between yourself and others. Social distancing must be practiced at all times until further notice.

Residents have been asked to not visit the Management and Resident Services offices at this time and instead communicate your needs to us via email or telephone. This is especially important as staff members are coming in from outside and could be carrying germs that may make you susceptible to the virus. Staff members will be out and about on the property ensuring that the building is thoroughly sanitized and that everything is running smoothly but we ask that you be mindful when you encounter staff or visitors in the common areas and keep a distance of at least 6 feet, which is the current recommendation.

With all of this being said, we want to assure residents that we are here to support you however possible. It is recommended that you have extra necessary medication on hand, as well as enough household items and groceries so that you are prepared to stay home for a period of time. We will continue to check in on residents via telephone and encourage you to reach out as needed as we have access to many resources and can assist with connecting you to whatever you may need during this difficult time.

As always, I can be reached at 617-467-6069 and [mwheeler@ncdfinc.org](mailto:mwheeler@ncdfinc.org). I check email and voicemail frequently and will get back to you promptly. Thank you for your cooperation and diligence with our requests. This is an extremely difficult time but we will get through it.

