



March 13, 2020

Dear KRM Volunteers, Interns, and Co-Sponsor Team Members,

We know you, like us, have been closely following the developments in the spread of COVID-19, and the public recommendations on social distancing to limit the spread and mitigate the damage of this disease. Following these guidelines, KRM will be taking the following measures for the period of March 16 – April 3, with resumption of regular operations planned for April 6, subject to further review at that time.

- KRM classes, including ESL, citizenship, cultural orientation, world of work, and others will be cancelled
- Events, speaking engagements, gatherings, etc (such as the refugee and immigrant day rally at the Capitol) are canceled or postponed
- In-kind donation pick-ups and drop-offs will be temporarily halted (with possibly limited case-by-case exceptions for refugee arrivals that occur during this period)

In addition, we request your cooperation with the following:

- We ask that any volunteer in a high-risk category please discontinue all volunteering at this time, until April 6 or further notice.
- In-office interns and volunteers should NOT report to the office during this period, unless an exception has been discussed with your staff liaison or Volunteer Coordinator.
- In-home tutors, mentors, or others working with clients in their homes should pause all home visits/meetings during this period. *Please feel free to check on your clients by phone or video chat!*
- If your co-sponsor team or group does have some limited need to check on a client family in person during this period, please do so only in consultation with your KRM staff liaison, and please limit such visits/contact to individual members of your co-sponsor team who are NOT in a high-risk category, and with good hygiene measures in place to protect both the volunteer and the clients.

The KRM offices in Louisville and Lexington will remain open, and essential services such as airport pickups for new refugee arrivals, food stamp applications for new clients, assistance to immigrant victims of crime, and other non-delayable and emergency programming will continue to be provided by KRM staff. Should a client you are working with have questions or unmet needs, especially during this period, you can always refer them back to KRM for support.

Finally, please know how grateful we are for the tremendous effort, time, talent, and dedication that you provide to the families you serve. **It is with regret that for the first time in our history, we are asking the community to be LESS engaged with our clients, rather than more engaged. Social distancing is the opposite of what we normally ask communities to do with refugee and immigrant clients, so we have not taken these decisions lightly.**

We look forward to resuming full normal operations and programs with you once this situation has safely passed. We absolutely depend on you, and we want you to continue to be part of the KRM family as we move forward. You are still needed, so stay safe and healthy, and come back in a few weeks!

If you have any questions or need additional guidance, please feel free to contact either of us, or the KRM Volunteer Coordinators by calling your Louisville or Lexington office.

Sincerely,

Mary Cobb  
Director, KRM Lexington

John Koehlinger  
KRM Executive Director