



March 13, 2020

Dear Community Personnel Services Clients/Families:

In response to the novel coronavirus outbreak (COVID-19), Community Personnel Services, Inc. (CPS), in cooperation with New Jersey state agencies, is taking all available actions to protect the health and safety of individuals with I/DD and those who support them.

The following actions are being taken by our Support Coordination Division:

1. Effective immediately, monthly quarterly contacts and annual visits will be conducted by phone or video conference instead of face-to-face, until advised otherwise.
2. Support Coordinators will update the Individualized Service Plan (ISP), if an individual's supports need changing.
3. Support Coordination has a 24-hour on call for **emergency only line: 973-295-7868**

In order to provide services to our clients and students, CPS staff will available by e-mail or telephone. **The CPS offices will have staff on site, but we are requesting that contact be made with the staff prior to coming into the offices in case the municipal building is closed.**

**Contact Information:**

- Mary Griggs/Director – [mgriggs@cpsfnj.org](mailto:mgriggs@cpsfnj.org) or 973-723-2140
- Judy Clemente/Supervisor – [jclemente@cpsfnj.org](mailto:jclemente@cpsfnj.org) or 917-509-7948
- Steph Lieberman/Supervisor – [slieberman@cpsfnj.org](mailto:slieberman@cpsfnj.org) or 908-331-1363.

**NOTE: Guidance provided in this communication will be updated as COVID-19 conditions change.**

For up-to-date information and recommendations regarding COVID-19, please visit these Websites:

- [U.S. Centers for Disease Control and Prevention \(CDC\) coronavirus Webpage](#)
- [NJ Department of Health coronavirus Webpage](#)
- [World Health Organization \(WHO\) coronavirus Webpage](#)