**\*\*Introducing Phased Visitation to Families\*\***

**\*\*Template Letter for Family Members on Organization’s Letterhead\*\***

**\*\*Please Tailor as Needed\*\***

[Today’s Date]

**To our tenants and family members:**

We understand that the past few months have been challenging due to the emergence of the COVID-19 virus and the additional safety precautions that have been put in place because of the virus, such as the limitation of in-person visits to our building. We also understand that, although these precautions were necessary to protect the safety of your loved one, not being able to visit in person has been especially challenging. We appreciate your patience and the sacrifice you have made to help protect your loved one during the COVID-19 crisis by not visiting in person.

**I am pleased to report that we are now implementing a *phased approach* to safely reopening for visitation.** The purpose of this phased approach is to provide as safe a pathway as possible to tenant and family visits. There are three recommended phases for transitioning to reopening for visitation based on the current status of the COVID-19 environment.

**At [Organization Name], we are currently at Phase [Number]. This means that:**

* **The following types of visits are allowed effective immediately:** 
  + [Include visitation types allowed and any specific criteria for such visits, such as visitors must be screened, where masks, or whatever may be relevant at your current phase].
* **The following types of visits still are NOT allowed to protect the safety of our tenants:** 
  + [Include visitation types NOT allowed.]

We will continue to keep you informed as we work through this phased reopening, and we will let you know each time we reach a new phase in the process and the visitation options available at each phase.

Please contact [Name] at [Phone/Email] with any questions about arranging visits during this new transition.

Sincerely,

[Organization Administrator Name - First Name and Last]

[Organization Name]