



Vendor/Contractor Alert 1: Novel Coronavirus, COVID-19/2019-nCoV

Issued 03/04/2020

IMMEDIATE ACTION REQUIRED

Good Afternoon,

You are receiving this email because you, your employees, agents, and/or affiliates of your company have direct contact with employees and/or service recipients of Gateway Counseling Center, Inc. at either one or more of Gateway Counseling Center's physical locations across New York City during the course of business day.

*In order to continue doing business with Gateway Counseling Center, Inc., we now require that you, as the employer/owner/operator of your company and any employees, agents, and/or affiliates of your company who may come in close contact with any of our employees and/or service recipients abide by Gateway Counseling Center's **2019 Novel Coronavirus (COVID-19/2019-nCoV) Guidelines** which went into effect as of Wednesday, March 04, 2020.*

*Please click [here](#) to access, review, download and distribute the **2019 Novel Coronavirus (COVID-19/2019-nCoV) Guidelines**, or click on the link below:*

www.gccnyc.org/coronavirus-2019-n-cov-guidelines

Updates will be sent to you via-email as they occur. You can also access the most recent updates including our LEVEL status using the above [link](#) moving forward.

Please review this policy and share with any other agents whom you know may come into contact with an individual receiving services from Gateway Counseling Center or an employee of Gateway Counseling Center, either in the community or at a Gateway facility (i.e. you are a sales representative for a vendor, then you should also notify the employee or subcontractor on behalf of your agency who does deliveries to a Gateway facility).

We ask that you or other agents of your company who come into direct contact with Gateway's service recipients or employees follow our guidelines at minimum for the current advisory level detailed in the policy during the course of conducting business with Gateway and understand that if you or the agents of your company do not follow the guidelines, Gateway may impose restrictions or limitations on the

current business relationship until risk of coronavirus spread is no longer possible. Restrictions or limitations may include termination of the business relationship.

Current Level: LEVEL 1

*Level 1: Please follow the requirements for **Level 1** which can be found within the **2019 Novel Coronavirus (COVID-19/2019-nCoV) Guidelines** document and ensure that guidelines for level 1 are followed on your behalf for the safety of the service recipients and employees of Gateway Counseling Center, Inc.*

We also ask that you also follow the guidelines recommended by the Health Department specific to your industry that are currently effective and any new recommendations or guidelines specific to your industry released in the future.

Thank You.

Best regards,

Evynn Stengel
Director of Strategy
Gateway Counseling Center, Inc.
1776 Eastchester Road, Suite 220
Bronx, New York 10461
Main: 718.885.4986
Direct: 929.373.4535
Fax: 929.432.1835
Cell: 718.864.8481
Email: Evynn.Stengel@Gccnyc.org



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