



March 16, 2020

Clients of The Guidance Center,

The safety and wellbeing of our clients and staff is of utmost importance to us. This is why we are writing with some helpful information about the coronavirus and updates to our services.

Information about the coronavirus is constantly changing as more research is developing. What we know right now is that there are a few steps you can be taking in everyday life to help prevent the spread. Wash your hands with soap regularly for a least 20 seconds, remain six feet away from others in public spaces, refrain from touching others or you own face, and make sure to sneeze and cough into your elbow or a tissue.

We ask that if you or someone in your household has had a fever in the past 24 hours, please stay home. Also, if you are sick and you have an appointment scheduled at The Guidance Center or with a case manager in your home or at a community building, please call 913-682-5118 to reschedule your appointment. To help prevent the spread of sickness, we will be sending home individuals who come to one of our offices with a fever.

We are monitoring the situation closely to make adjustments in services to decrease the spread of the disease. Any changes in our services will be posted on [www.theguidance-ctr.org](http://www.theguidance-ctr.org).

As always, our 24/7 crisis line is always available if you or someone in your household is experiencing a mental health crisis: 913-682-5118 (after hours: 1-888-260-9634.)

Please know that you are not alone, and that help is available.

Best Regards

Keith Rickard  
Executive Director, The Guidance Center

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□ J. DAVID KAAZ MEMORIAL CAMPUS  
500 Limit Street Phone: (913) 682-5118  
Leavenworth, KS 66048 Fax: (913) 682-4664

□ ATCHISON COUNTY CENTER  
201 Main St. Phone: (913) 367-1593  
Atchison, KS 66002 Fax: (913) 367-1627

□ JEFFERSON COUNTY CENTER  
1102 Walnut Street Phone: (785) 863-2929  
Oskaloosa, KS 66066 Fax: (785) 863-2972

For after-hours emergencies, please call (888) 260-9634.