The Elmina B. Sewall Foundation (EBSF) is committed to the safety, health and wellbeing of Maine communities and the organizations that serve them. As we monitor the evolution of the COVID 19 pandemic, we are remaining flexible and making decisions based on the best information available to us.

Communities in Maine are responding to flatten the curve and mitigate the impact of the virus. Social distancing is a key strategy in responding to COVID 19, prompting many organizations and entities to close, cancel public events and make remote work arrangements for staff.

**Sewall Foundation Operations**

Following Governor Mills’ announcement of a state of civil emergency in Maine and in line with public health guidance, effective immediately, EBSF will continue to work while:

1. Closing the office and allowing all staff to work remotely
2. Cancelling all work-related travel until further notice
3. Asking staff not to attend any public events until further notice
4. Shifting all meetings to phone calls or video conference at least through March
5. Asking any staff who come into contact with a person with confirmed COVID 19 or travel to known hotspot to self-quarantine for 14 days
6. Advising staff to stay home

**Working with our Grantees**

The impacts of COVID 19 are far reaching. EBSF is and will remain in communication with our philanthropic and nonprofit partners to assess how we can be most supportive in this challenging time.

This is an evolving situation and we will update our communications as possible. For all organizations with an active grant from the Sewall Foundation:

1) Any and all current, active grants from the Sewall Foundation can be used as an unrestricted grant. If your grant is specific to a program, event or project, the Sewall Foundation is authorizing that the grant funds be used as needed to respond to the COVID 19 pandemic. We are not defining what it means to use the funds to respond to COVID 19 and trust you to make that determination.
2) Grants will not be rescinded if a grant-funded program or event is canceled or postponed.
3) We are working to expedite payment of 2020 Healthy People Healthy Places grants.
4) ALL final and progress reports due in 2020 are now waived. You do not need to submit a report to be in good standing or to receive a next payment (if you have a multi-year grant). If you would like to share a report or story about your work at a later date, we would welcome that, but know that the requirement is waived.

5) All grant extension requests are pre-approved; please continue with your work and update the Foundation at a later date when convenient for you.

6) We are working with funding partners on additional response measures. A call is scheduled for March 20 for the philanthropic community to discuss coordinating a response to this emergency.

7) We will continue to work over the coming days and weeks to maximize our ability to respond to the challenges facing communities as a result of COVID 19 and will issue periodic updates.

8) While this pandemic is affecting all of us in many significant ways, we will be particularly alert to ways to support those most vulnerable during this time of uncertainty. COVID 19 is particularly dangerous to members of our community living in poverty, experiencing homelessness, incarcerated and justice-involved, those with language barriers, persons with disabilities, those with serious mental illnesses and older adults (especially those living alone).

**Staying Connected**

Staff at EBSF will remain available to you via email. Please contact your program officer for questions specific to your grant, and contact Laura Dover (EBSF Grants Manager) for general questions about Sewall grants. If you call our office, you will get a message to reach us via email. Once you’ve reached us via email, we can set up a call or video conference if needed.

The Maine Association of Nonprofits has a survey out to get input from nonprofits regarding COVID 19. Please consider responding to it: [https://www.surveymonkey.com/r/NonprofitMaineCOVID19](https://www.surveymonkey.com/r/NonprofitMaineCOVID19)

We know how challenging it is to suddenly adapt to working remotely, so we are sharing information on Zoom, which is the service EBSF is using as we work remotely. There is a free option listed on their site and you can read about it here: [https://www.zoom.us/pricing](https://www.zoom.us/pricing)

If you find that the free Zoom option is not meeting your needs and you are unable to pay for other means of remote work, please let us know and we will explore ways to cover the cost of paid Zoom options or other products. As we all go on a steep learning curve, here is some information on how to run an effective virtual meeting: [http://www.bethkanter.org/facilitate-virtual-meetings/](http://www.bethkanter.org/facilitate-virtual-meetings/) and [https://blog.techsoup.org/posts/nonprofit-resources-for-remote-work-during-the-covid-19-outbreak](https://blog.techsoup.org/posts/nonprofit-resources-for-remote-work-during-the-covid-19-outbreak)
We are all in this together

We know that some populations are at particular risk for serious complications from the virus; not all workers can work remotely; not all workers have paid leave; not all families have access to alternative childcare arrangements; not all families or individuals have the ability to prepare by stocking up on with food, medicine and other necessities. We are particularly aware and concerned about:

+ Health care access and coverage
+ Lost wages for workers
+ Lack of paid sick and family leave
+ Lack of access to food, medicine and other basic needs
+ Homelessness
+ Incarcerated populations
+ Racism, xenophobia and stigma
+ Psychological and emotional impact of isolation and fear
+ Misinformation and lack of information

This new virus will have health, economic and psychological impact on our communities. How we respond to it will determine the long-term consequences. We believe this is a time for all of us to practice solidarity and empathy and take care of each other as best we can.

Looking Ahead:

We will adapt and update our response as the situation evolves and our understanding increases. We will send out newsletters, post updates on our website and send direct communications to our grantees. During this time, EBSF staff can be reached via email. If you have a general question for us, you can reach us at info@sewallfoundation.org

Resources and Information about COVID 19

1. Maine CDC Updates on COVID 19
2. American Public Health Association resources, various languages, some videos
   http://aphagetready.org/coronavirus.htm
3. Centers for Disease Control and Prevention (CDC) on COVID 19
4. Maine Equal Justice has excellent information and resources on health care, food and financial security, evictions and court proceedings, and other resources.
https://maineequaljustice.org/people/covid-19-resources/
5. Maine Association of NonProfits blog and resources on COVID 19
https://www.nonprofitmaine.org/blog/what-maine-nonprofits-can-do-to-prepare-for-coronavirus-covid-19/
6) Flattening the curve
6. COVID 19 resources in multiple languages
https://www1.nyc.gov/site/doh/providers/health-topics/novel-respiratory-viruses.page
https://www.health.state.mn.us/diseases/coronavirus/materials/index.html
7. Harm reduction for safer drug use and COVID 19
8. Rural Americans and COVID 19
https://www.americanprogress.org/issues/economy/news/2020/03/05/481340/rural-communities-vulnerable-coronavirus/

Contact 211 Maine for answers to frequently asked questions on COVID-19:

- Dial 211 (or 1-866-811-5695)
- Text your ZIP code to 898-211
- Email info@211maine.org
- 211 is TTY and Video Relay accessible if calling from Maine
- Visit www.maine.gov/dhhs/coronavirus
SOCIAL DISTANCING:
What does it mean?

Social distancing means reducing close contact between people to slow the spread of infectious diseases.

Slowing the spread of the virus will help our hospitals be able to care for patients. If too many people get sick at once they might not be able to care for everyone who needs help.

<table>
<thead>
<tr>
<th>AVOID</th>
<th>USE CAUTION / LIMIT</th>
<th>SAFE TO DO</th>
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</thead>
<tbody>
<tr>
<td>Playdates</td>
<td>Grocery Stores</td>
<td>Watch TV or Movie (at home)</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>Take Out Food</td>
<td>Video Chat</td>
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<tr>
<td>House Parties</td>
<td>Pick Up Medications</td>
<td>Take a Class Online</td>
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<tr>
<td>Bars</td>
<td>Contact a Neighbor, Friend or Relative to ask if you can drop off groceries/medication at door</td>
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<tr>
<td>Non-essential travel</td>
<td>Grocery Stores</td>
<td>Read a Book</td>
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<tr>
<td>Museums, Arcades, Malls</td>
<td>Take Out Food</td>
<td>Play Video Games</td>
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<tr>
<td>Church Services</td>
<td>Pick Up Medications</td>
<td>Listen to Music</td>
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<tr>
<td>Sleep Overs</td>
<td>Contact a Neighbor, Friend or Relative to ask if you can drop off groceries/medication at door</td>
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<tr>
<td>Concerts, Sporting Events, Theater</td>
<td>Video Chat</td>
<td>Game Night</td>
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<td>Gyms</td>
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<td>Yard Work</td>
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<td>Group Hangouts</td>
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<td>Take a Walk*</td>
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<td>Weddings</td>
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<td>Go for a Hike*</td>
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* Do these things alone or with members of your household

Source of poster unknown.