**SAMPLE MESSAGES TO MEMBERS ABOUT THE CORONAVIRUS**

In the interest of the health and safety of our staff, visitors, and members, the Center for Architecture will be closed to the public starting this Friday, March 13 at 5pm. For the time being, we will remain closed through Saturday, March 28, and will continue to assess how best to move forward on a weekly basis.

Public and K-12 education programs, lectures, and on-site meetings will be temporarily suspended during this time, but specific programs and meetings will remain operational as webinars or conference calls. If you are currently registered for an event at the Center for Architecture, please [check our calendar](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fclick.email.aiany.org%2f%3fqs%3dc7edc349691066a364d3c06e64b04b880a3c202fcb118c0e23913f9a46002266731fb47b2634a71ebcb7393ff9d569f0&c=E,1,ONRitUxGJPV_fHbGnrKJCJhFoA6K6zo-h1e86kmfrPCqnJYjX-KqvU8IylHMkRg8g1ENKr85L05shr-JPgaznu-V5facbkQkI3wGaXQcGEw,&typo=1) to confirm program status. We will be following up with event registrants with via email.

The staff of both AIA New York and Center for Architecture will work remotely and will continue to be available via email.

The boards of both organizations will continue to monitor the situation and we will update the website and our social media accounts regarding our plans to re-open. During this time, connect with us on social media at [@CenterforArch](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fclick.email.aiany.org%2f%3fqs%3dc7edc349691066a3938ef58f27000156e16a14c7684463214108b59251458ddee0e714bc438df95ff62e91a3d85b8960&c=E,1,O-MuAhooq87et-XluFq5OTOW99faZtfcBSAegv3ujsjndqhm87zrkA_7W6ND6xeDLxD2795VhIemypX9p08uL1qtzAeJPdshtRM80LQ8_fjfGg,,&typo=1) and [@AIA\_NewYork](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fclick.email.aiany.org%2f%3fqs%3dc7edc349691066a3f2060c0ad9425d9760098c885be9f0b099f6ade175fe28e650e91184b0b82c45a1787d1124ce71b5&c=E,1,6HpTNIys32Zm1zyYcMheg2TlNZGnvbduHG98iqhXwW_gBtWRtbE5uDeQJ8SMrN0HVrgtbwuSCiz6Al3vwXV2iCZIDUy6maS7xydFNbLKe9pxiuZrRsVL6v-AMQ,,&typo=1), explore our extensive [video archive](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fclick.email.aiany.org%2f%3fqs%3dc7edc349691066a3ba98ac681a64e0597dfe03413465615aca16626cf32a267e70ae24f37bb4f375f4913bba1b0e7535&c=E,1,SH-OHfKtZTjI6ueYuFktAsi7dEUbbR4I3MIXGiWjumi9wT_eiCIU0CUigINRwkoP0mTkVZ4o-qpUQxoen-r0zpV3mWPfh4aJjMgzp3_3asST1w,,&typo=1)of both organizations’ past programs, or rediscover past awards winners in our [Featured Projects archive](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fclick.email.aiany.org%2f%3fqs%3dc7edc349691066a35fefe92b21bc56c94489b28e15191b4eb1458968c3aec5532615d7514b31769f4679843547b6783c&c=E,1,7lISxkFKj3GrTL6LBMtCLkjs70lu5jVMDCH60iWhdlNX6VSIcCUpnIzlDVyEV7IudEZwMHDAdiXizHBHVd40WARGQVAVai354PlY3G8DGWLX1smF9Unss-DqS9Iy&typo=1).

We will continue to be in touch via email, social media, and on our website with updates to our response.

Thank you for your understanding as we work together to serve our community. We hope you are staying healthy and safe during this challenging time.

As news of the coronavirus in Washington state leads to increasing action by both public health officials and private businesses, I wanted to share with you the steps AIA Seattle is taking to protect the health of our members and staff while continuing to offer the best member service we can. Thank you for your partnership and flexibility as we all navigate this health challenge together.

Encouraging the sick to stay home

Following the advice of public health officials, we ask that any member or employee experiencing flu-like symptoms stay home and recover.

Offering video access

For major education programs like our upcoming [Project Management Series](http://r20.rs6.net/tn.jsp?f=001-zT9cyO2rjjCTyvqoXIHMwtTwBumpCKwWJSU5mLkmyUePuhmGlBpPnibGI0h4iRGa2-mDGjKnf7-V739oXtELYRGGtBget_Kv0ZvdXL55j09T2Kj7iUyfRBCFnnJtNMu0cEH7KsfvYcdiqKy3ESrNBTCkSY1SODN9-NG6Nwi4j1Zy5bQp0mKUQ==&c=k3lgK4PVUKi0lrd4XUIrFBXtC5_-I2sJ-S30X0fnyMJ_KlN0OX8gPQ==&ch=3ADThi_-M3LNRN7pNEUei7C9soG9gUoRIIABrsiJqBMoOupGPjrvIA==), we will be videotaping content and sharing it with individuals whose health concerns prevent them from attending in person. We will work with those individuals to secure CEUs for those who need to attend by video.

Accepting cancellations

If health concerns prevent you from attending an event for which you have already registered, AIA Seattle has extended our no-penalty cancellation policy for late cancellations.

Rescheduling meetings

If committees or other groups meeting in our space wish to reschedule or cancel, we ask that you contact staff so that we can include notification in our enews and online.

Assessing event and facilities standards

We are working with vendors, caterers, and our partners at the Center to enhance safety. At the Center, we are taking extra care to clean surfaces and provide hand-washing facilities. Our caterers take food safety very seriously, and have rigid standards for food prep and service. They ask in return that our guests do their part and wash hands prior to joining the buffet line.

Supporting local businesses

While the news about COVID-19 is concerning, we are also keenly aware that cancelling events has a negative impact on members, venues, and particularly the small local businesses we use to cater and support our events. We will consider cancelling events when it seems prudent, but guard against premature cancellations that may hurt the partners whose businesses depend on us.

We will continue to monitor the situation, and may evolve our response as circumstance requires. Thank you for partnering with us.

Dear AIA members, affiliates, sponsors, and supporters,

As news of the COVID-19 Coronavirus continues to dominate conversation and news cycles, the executive committee held a conference call yesterday to discuss precautions we should take to try and keep our membership safe. While we realize there are not currently any reported cases in the Central Ohio area, we feel it would be in the Chapter's best interest to limit our exposure by limiting gatherings of large groups of people, as advised by the CDC.  Out of an abundance of caution, we are taking the action of suspending in-person meetings and chapter events until March 31, at which time we will re-evaluate the situation. We suggest our committees conduct business via teleconference.

All of this may seem like extreme measures given the current situation, but we are interested in being proactive rather than reactive, realizing that many of the events we have scheduled in the next few weeks can be rescheduled with relative ease, while the health of our members and staff cannot be repaired quite so easily should anyone be exposed to the virus.

Should you have any concerns, please feel free to contact xxxxx.