



**James L. West Center for Dementia Care**  
1111 Summit Ave.  
Fort Worth, TX 76102

817-877-1199

March 13, 2020

To West Center Day Program friends/families;

We are all are concerned about the spread of COVID-19 (Coronavirus) and the impact on our older adults, the most vulnerable population. Ensuring residents/participants are cared for in a safe and healthy environment is our priority. **It is important for you to know that currently there are no known cases in the James L West community.**

The Centers for Disease Control and Prevention (CDC) has recommended a variety of steps that we are implementing to help reduce the potential for the virus to enter our building such as: addition sanitation processes; screening all visitors to the building for health risks; limiting visitors to our building, cancelling all non-medically necessary appointments; cancelling or moving meetings.

Because we are following recommendations of the CDC, Center for Medicare Services and local agencies, such as Fort Worth ISD, **we have made the hard decision to close our day program for the next two weeks.** We regret the burden this will add to you. We could possibly help by making room for a respite stay in our residential center if this would help. Please speak with us ASAP if you are interested in placing your loved one for a stay.

We will continually evaluation the option to open back up and will open back up as soon as we can. Thank you for your understanding.

For additional information about COVID-19, please visit the CDC's coronavirus disease [information page](#).

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Harding".

Cheryl Harding, PhD, LNFA  
President/CEO  
charding@jameslwest.org

**For any concerns regarding this letter or you loved one PLEASE call any of our staff at 817-877-1199 to visit. Or contact the myself or the day program staff listed below via email.**

Gina Lee, Director of the Day Program

[glee@jameslwest.org](mailto:glee@jameslwest.org)