



March 23, 2020

This is to inform you of the status of Services to Enhance Potential's response after the announcement of Governor Whitmer's "Stay Home, Stay Safe" order directing all Michigan businesses and operations to "temporarily suspend in-person operations that are not necessary to sustain or protect life." Additionally, the order "directs Michiganders to stay in their homes unless they're a part of that critical infrastructure workforce, engaged in an outdoor activity, or performing tasks necessary to the health and safety of themselves or their family, like going to the hospital or grocery store."

As you know, the news has been changing minute by minute, making it impossible for us to plan very far ahead. However, we now have some direction and are working on implementing changes that will allow us to continue serving our consumers in a safe and effective manner.

Currently our skill building (facility based, community based and production) has been suspended and our thrift stores are closed. This will continue throughout the governor's order.

We are also evaluating our worksites minute by minute and you will be informed of the status of your worksite. If you have been impacted by not having a work site or any other employment issues, please contact your supports coordinator and/or employment representative so that they can assist you.

Clinical services and supports remain essential to ensure continuity of care and we will keep providing supports coordination and some employment services via telephone. This decision remains in line with the strategies outlined by the Michigan Department of Health and Human Services and the Detroit Wayne Integrated Health Network.

We are working on a plan to provide skill building services via video to our consumers. This will be provided by skills trainers, remotely. You will be contacted to determine if you want to participate and what capabilities you have to enable you to participate in those services.

Our plan is to close our resource centers by 11:59 p.m. tonight. They will be thoroughly cleaned and disinfected so that when we reopen they will be a safe and healthy environment.

We will continue to engage with local, statewide, and national health offices to assure we are up to date with information being shared. Due to rapidly changing conditions, we still have the following lines of communication:

- Call 911 immediately if there is a medical emergency.
- If you are exhibiting any signs of COVID-19, please contact your primary care physical and/or insurance company for instructions.
- A hotline at 734-718-0071. This line will not enable leaving messages but will allow individuals to check on the status of STEP operations. If you need immediate help please call our emergency line at 734-718-1416.
- Short updates posted on our website <https://stepcentral.org/> and on our Facebook page <https://www.facebook.com/enhancepotential/>
- Email to provide continued communication. If you have not already signed up for our emails, you can do so at: <https://stepcentral.org/contact/>.

Thank you and we will continue to share updates as they become available,

Brent Mikulski
President/CEO

Services to Enhance Potential COVID-19 Program Status
Updated 3/23/20 12:02 pm

Dearborn North Resource Center
SUSPENDED 4/13/20

Front Desk: 313-278-3040
Manager: Monica Sharf
msharf@stepcentral.org

Western Wayne CRC
SUSPENDED THROUGH 4/13/20

Front Desk 734-722-1000
Manager: Monica Sharf – See contact info above

Dearborn South Resource Center
SUSPENDED THROUGH 4/13/20

Front Desk: 313-827-0764
Manager: Noreen Sarlauskas
nsarlauskas@stepcentral.org

Detroit Resource Center
SUSPENDED THROUGH 4/13/20

Front Desk: 313-827-0764
Manager: Noreen Sarlauskas – See contact info above

DREAM
SUSPENDED THROUGH 4/13/20

Main Number: 734-552-6860
Manager: Randy Sidebottom
rsidebottom@stepcentral.org

Supports Coordination
VIA TELEPHONE

Director of Programs: Tamar White
twhite@stepcentral.org

Employment
SOME WORK CREWS/SITES
CURRENTLY OPERATING

Employment and Training Services Director:
Terey Delisle
tdelisle@stepcentral.org

Pre-ETS/Project Search
SUSPENDED INDEFINITELY

Competitive and Integrated Employment
Manager: Terrie Hylton
thylton@stepcentral.org

Thrift Stores
CLOSED THROUGH 4/13/20

Regional Retail Sales Manager: Leah Cooley
lcooley@stepcentral.org

Manufacturing/Production
CLOSED THROUGH 4/13/20

Director of Manufacturing: Tim Kachmarik
tkachmarik@stepcentral.org

Human Resources

Director of Operations: Jeff Bachynski
jbachynski@stepcentral.org