



March 13, 2020

Important Information Regarding Necessary Changes to Emergency Procedures

The Henry County Community Foundation is carefully monitoring news related to the coronavirus (COVID-19) global pandemic. The health and well-being of our customers/donors, as well as the safety of our employees and facilitators, is a top priority.

Our office has taken additional safety measures and will remain open for business at this time. We will remain in close communication with state and local officials as our staff continues to work and serve our customers/donors.

However, we will continue to monitor closely the following possible changes to our everyday procedures:

- Suspending face-to-face customer interactions within our office:
 - Our staff will continue everyday work duties so you can call or email our office with questions: 765.529.2235 or info@henrycountycf.org
 - Online donation options will still remain in effect via our website at www.henrycountycf.org
 - We will continue to accept donations via the USPS at P.O. Box 6006, New Castle, IN 47362
 - A drop box is provided at the HCCF Office for your convenience in dropping off donations, grant agreements, or scholarship information. This drop box is available 24 hours a day and is located on the front porch of our building at 700 S. Memorial Drive, New Castle, IN 47362

We in no way feel like this is a time for panic or overreaction. Our employees' health and the health of our donors is of utmost concern and we are taking precautionary measures at this time to ensure the safety of all those involved.

Please review the guidelines located on the CDC website to learn about what you can do to take precautions. (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>).