



To Our Valued LINC Employer:

LINC wants to ensure the health and safety of all its Employers and staff members. In response to COVID-19 (coronavirus) and to best serve our communities, LINC office locations will be closed the afternoon of March 16 through March 27, 2020.

Administration staff will be working and responding to your needs while working remotely. You can reach LINC staff members via email or leave a voicemail on their office extension.

Although the offices will be closed your Personal Assistant (PA) will still be working for you and LINC staff will be processing timesheets and payroll on schedule. Although, if your PA is unable, especially if they are showing signs of illness, you will need to implement your backup plan.

Now is a good time to review your backup plan for accuracy and add options for support if needed.

LINC will be cancelling all Personal Assistant Orientations that fall between March 16th through the 27th.

If you have any questions or concerns, please contact your PAS Specialists or PAS Educators:

PAS Specialist- Boise
Sharon Barber
sbarber@lincidaho.org

PAS Educator- Caldwell
Erin Riley
eriley@lincidaho.org

PAS Educator- Boise
Erin Riley
eriley@lincidaho.org

PAS Specialist- Twin Falls
Tanya Hollon
thollon@lincidaho.org

PAS Specialist- Caldwell
Brenda Collins
bcollins@lincidaho.org

PAS Educator- Twin Falls
Mark Lewis
marklewis@lincidaho.org



If you have any questions about the COVID-19, we recommend that you visit:

<https://coronavirus.idaho.gov/resources-for-healthcare-providers/>

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Respectfully,

LeAnn Naillon

Executive Director- Interim

LNaillon@lincidaho.org

Stop The Spread Of Germs – Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Avoid touching your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.