

## Appendix 1



### Hibiscus Caribbean Elderly Association

Hibiscus Community Centre  
Buckingham Road  
Stratford E15 1SW

e-mail: [admin@hibiscuscea.online](mailto:admin@hibiscuscea.online)  
[www.hibiscuscommunitycentre.co.uk](http://www.hibiscuscommunitycentre.co.uk)

17/03.2020

Dear All

#### RE: DEALING WITH CORONAVIRUS

As you are aware the Government has issued warnings about the spread of Covid19 virus. I am writing to advise you on the measures that Hibiscus Caribbean Elderly Association is taking to help stop the spread of the disease. A copy of the policy: Dealing with Coronavirus is enclosed for your attention. This policy has been developed with input from all stakeholders i.e. Members, Day Care Service attendees and families, staff, Resident Groups, and Adult Social Services. Set-out below are the practical steps that will be implemented with immediate effect.

Day Care: Tuesday 17th March 10.00am-3.00pm suspended until further notice.

Domino Club: Tuesday 17th March 2.00pm-5.00pm suspended until further notice.

Madrasa Tuesday 17th March 4.00pm-6.00pm Suspended until further notice.

Quadrille Wednesday 18th March 1.00pm-3.30pm suspended until further notice.

Zumba Thursday 19th March 7.00pm-9.00pm suspended until further notice.

Friday Pray Friday 20th March 1.00pm – 2.00pm suspended until further notice.

Hall Hire: All activities as from Monday 23rd March suspended until further notice.

Weekly bulletins about resumption of services will be published on:  
[www.hibiscuscommunitycentre.co.uk](http://www.hibiscuscommunitycentre.co.uk)

Hibiscus Caribbean Elderly Association. A Private Company & Registered Charity.  
Company No. 3100194 Charity No. 1050342

During the suspension of services every effort will be made to stay in contact with you via telephone, in addition consideration is being given to the possibility of offering a "home delivery meals and shopping service". Please keep an eye on the website [www.hibiscuscommunitycentre.co.uk](http://www.hibiscuscommunitycentre.co.uk) for further information on this service.

Please also be informed that: Newham Council Adult Social Services which monitors the delivery of HCEA Day Care Service; has advised that service users who are in receipt of financial support for their day care from the Council, are advised to discuss the issue with the responsible Social Worker.

I trust I can rely on your full support and engagement on this matter: if you have any questions about the content of this letter, please do not hesitate to contact me.

Yours ever

A handwritten signature in cursive script, appearing to read 'C Headley', written in black ink.

Clifford Headley  
Company Secretary