

***Sample Message for FBD Program Clients**

Hello Community Partner,

We hope this message finds you well. As we're sure you can understand, the current health crisis has seriously affected our usual school and organizational operations. All classes have been moved to virtual learning and teaching, and most of our colleagues and classmates are finishing the semester from home.

In addition to our school's restrictions, the Centers for Disease Control and Prevention and the World Health Organization have made it explicitly clear that the best way to mitigate the fatal effects of COVID-19 is by social distancing, sheltering in place, and limiting contact with those who are at high risk of infection. The state has recommended similar regulations for the foreseeable future, as new information is published almost every day.

We want to keep you, our partners in this project and in our community, as healthy as possible. For all of those reasons, we must put our project, [insert project name here], on hold at this time. Our national organization, the American Institute of Architecture Students, has strongly advised us to pause any work that would be a health risk until further notice, and we plan to comply. In the meantime, we'll be organizing all the work we've done on this project so far, and will be planning out next steps for when we can resume.

I'd also like to e-introduce you to our incoming AIAS Freedom by Design Board who will be taking over work on this project in the Fall:

[name] - [FBD Team title] - [email address]

[name] - [FBD Team title] - [email address]

[name] - [FBD Team title] - [email address]

Thank you for understanding and for continuing to work through the completion of this project with us! Please let us know how you all are doing, and how current events have made an impact on your [coworkers and families].

We hope to hear from you soon,

- AIAS Freedom by Design at [insert school name here]