



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

TRAINING & TECHNICAL ASSISTANCE SERVICES

March 16, 2020

To our valued friends,

There is no higher priority to our entire Head Start family than the health and safety of our training clients and the staff members with whom each of us work. Given the ever-evolving coronavirus situation, T/TAS is in close communication with medical professionals, and is monitoring event outbreaks and updates from the Centers for Disease Control (CDC), the World Health Organization (WHO), US Department of Health and Human Services, and hotel staff to stay on top of this evolving situation.

Our leadership team wants you to feel confident when receiving training from T/TAS. We plan to continue providing workshops and training events unless something specific arises in a particular location. If an outbreak does occur, then T/TAS staff will contact participants registered for that event at the phone number and email address that has been provided to us on the registration forms.

We are happy to have been able to work with the hotels for our scheduled March 18-19 event in Albuquerque and the April 6-7 event in Baltimore to reschedule for May dates. Please see our website for more information on those events.

As of this time the hotels where we have other training events scheduled remain open and fully operational. There is no quarantine or other restriction on travel to or from the local airport(s) where the host hotels are located, and all flights and other methods of transportation remain fully functional to the locations of our upcoming conferences. Thus, as long as it is not illegal or impossible for the hotel to hold the event, and if the hotel has the ability to meet our training needs, it is our intent to fulfill our obligation to you, our customers, and contractually to the event hotel to go ahead with the conference training and the onsite training that you are expecting.

We realize that some participants are being notified that they are not able to travel to events because their grantee agency has suspended all domestic travel to specific locations. If you or your staff encounter this, please contact the T/TAS registrar by email at ttas.register@wku.edu. If the notice is within our customary cancellation timeframe, we will

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follow the process listed on registration forms. If something changes closer to the event and the event still takes place, then we will issue a credit to your organization for future use with T/TAS.

Please visit our [website](#) often to view [news items](#) and [related documents](#) when making plans to deal with coronavirus. The information we share has been adapted from a number of reliable sources, all of which have been cited in the materials. Additionally, T/TAS trainers are getting up to speed on providing training and consultation via telepresence software such as Zoom, Skype, and Adobe learning management systems.

We understand that in today's world, continued training and information is fundamental to Head Start planning and service delivery, which is why training and technical assistance can't – and shouldn't – simply stop. Thank you for your continued trust in T/TAS. We ask for your patience as each training event unfolds, I look forward to seeing you in my own workshops throughout the year.

With appreciation,



J. Christopher Watkins
Executive Director
T/TAS

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