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March 17, 2020

To our Valued Clients, Business Community and Stakeholders:

**Subject: COVID-19 Action Plan**

Community Futures Boundary (CFB) is monitoring the COVID-19 virus closely, and we are making decisions with you and our communities in mind.

Our offices in Grand Forks and Greenwood remain OPEN for business as usual. However, effective immediately, we are implementing the following preventative measures to reduce the risk of transmission:

1. Walk-in / drop-in visits to our offices in Grand Forks and Greenwood are temporarily suspended until further notice. Instead, please call us at 250-442-2722 to discuss your needs or to make a virtual appointment.
2. Appointments with CFB staff regarding loans, business resources, Work BC program and Economic Development must be arranged in advance by telephone or email. Please refer the contact details listed below.
3. All meetings will now be held via telephone, video conference (ZOOM) or email. We will not be scheduling face-to-face meetings until further notice. Online connection details will be forwarded in advance via email.
4. We are embracing [social distancing](#) as defined by the Federal government and discouraging our staff and volunteers from attending any public events of over 50 people.

**Contact information:**

General enquiries	250-442-2722	<a href="mailto:info@boundarycf.com">info@boundarycf.com</a>
Loans	250-442-2722 ext 222	<a href="mailto:susan@boundarycf.com">susan@boundarycf.com</a>
WorkBC Program	250-442-2722 ext 221	<a href="mailto:info@boundarycf.com">info@boundarycf.com</a>
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General Manager	250-442-2722 ext 225	<a href="mailto:jennifer@boundarycf.com">jennifer@boundarycf.com</a>

As the situation evolves, we want you to know we are here, and committed to providing you with safe, continued service. Further updates will be communicated on our website: [www.boundarycf.com](http://www.boundarycf.com), facebook or directly to you via e-mail.

Best regards,

Community Futures Boundary

Growing communities one idea at a time.