



Office of the Chairman,  
Board of Trustees.

March 04, 2020  
Bothell, WA

To Whom It May Concern

**RE: COVID-19 response and operations plan at Hindu Temple and Cultural Center, Bothel, WA**

**value: awareness**

The Board, Executive Committee and the volunteers of HTCC have been following the journey of the CoronaVirus (COVID-19). We are also **taking our cues** from the local County health departments of King, Snohomish counties, the actions of major corporations and school districts in the Greater Seattle area. County officials have issued recommendations for “people at higher risk of illness,” including staying away from large groups of people. County officials are also **asking, but not requiring**, local businesses to postpone large events and gatherings.

**source: gov  
business,  
schools**

**tone: inform**

We realize that our temple is one of the locations where devotees congregate in large numbers during specific pooja ceremonies and festivals. Therefore, with an **abundance of caution**, we are taking the following actions to make sure that we are **keeping the health and well-being** of members of the congregation, devotees, employees, and visitors to HTCC temple facilities.

**value: protect, health**

These operating guidelines are in effect until the health emergency is lifted in the state of Washington.

- Limited operations of the temple: **logistics: adjust**
  - Mornings: - Nithya pooja by priests & Jain volunteer priests and close temple in morning hours
  - Evening: Temple is open for 1 hour 6:30 PM to 7:30 PM
    - Pooja Services: Only Archana and Arathi. No special poojas for devotees.
    - Archana tickets via self-help kiosk and/or through Office in the evening
    - Weekend: Same as above
- Kumkum/Vibhuti **handled by priests only - no devotee touchpoints**
- Scheduled In Temple and In-Home Services:
  - Office Managers - call devotee 2 days before service date and request in writing that they would like pooja services conducted by HTCC priest
  - Provide devotees with refunds for in-temple/at-home temple services if they are canceled
- **Cancel all large gatherings/events/poojas/celebrations at temple until WA State emergency is lifted**
- No prasadam: cease all temple kitchen operations - prasadam, food cooking, distribution in temple
- Continue to extra clean surfaces that are contacted by people daily - janitorial services from our regular contractor
- **Provide choice** to employees/temp staff paid and/or unpaid leave of absence if they are uncomfortable visiting place of occupation during this time

**logistic: cancel**

**tone: compl**

**tone: accommodation**

**source: gov**

This afternoon, King County officials held a press conference and issued a press release with an update on COVID-19 or the coronavirus. A link to the press release is here:

<https://kingcounty.gov/depts/health/news/2020/March/4-covid-recommendations.aspx>

They re-emphasized common sense practices, including: Stay home if you are sick; practice excellent personal hygiene habits, including handwashing, cover coughs and sneezes; avoid touching eyes, nose or mouth; stay away from people who are ill.

**tone: continuity; logistics: personal**

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This is the formal communication of our plan to the members of our community and all those concerned. We plan to update our website with the plan of action, temple newsletter via email and also update HTCC Facebook.

Please do not hesitate to reach out to us at: [board@htccwa.org](mailto:board@htccwa.org) for any questions or concerns that you may have on any of these topics. Our office staff, and the entire group of volunteers stand ready to serve your religious and cultural needs in this hour of need.

**tone: available; value: service**

With Best Regards

*Mani Vadari*

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[sent on Behalf of Mr. Om Dwivedi, Chairman of the Board]