**NOTICE TO CONTINUE, REDUCE, OR SUSPEND SERVICES**

Date

Vendor  
[Address]  
[City, State Zip]

Dear [Vendor]:

This is an important notice about your services. In response to the recent legislative action, American Indian Model Schools has defined the Essential Operating Services in accordance to the guidelines in **Section 10, Item (g)** by California Department of Health.

**g.)** For the purposes of this Order, “Minimum Basic Operations” include the following, provided that employees comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations: i. The minimum necessary activities to maintain the value of the business’s inventory, ensure security, process payroll and employee benefits, or for related functions. ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

American Indian Model Schools recognizes the services you provide meet the qualifications of Shelter in Place Order issued by Alameda County Health Officer on March 16th, 2020, and would like to inform you of our intent to continue services with your company.

If you intend to change the operation in which your company will provide current and/or future services, please notify us in writing and forward to the following address:

American Indian Model Schools

Mrs. Katema Ballentine

4100 Redwood Rd, STE 161

Oakland, CA 94619

Thank you,

Toni Cook, Board President