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

March 31, 2020

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 as outlined 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.

Though we realize that the services you provide are essential to the maintenance of our organization, as of March 31, 2020, we would like to amend our services until further notice. In order to comply with the guidelines in the Declaration of State of Emergency Executive Order N-33-20 we would like to amend the following service(s).

Reduction of Service Level Weekly

Reduction in Work Hours to Monthly

 Days/Week

Extension of Service Term:

(Based on compliancy with ordinance. If services which would have been provided if there was no interruption in schedule/services

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