 March 11, 2020

Dear Caregivers,

On behalf of the Administration and staff at The Arc of Monmouth, this is written to update each of you on the efforts being made regarding risk reduction and precautions taken related to the Coronavirus (Covid-19). Be assured that the safety and health of our served individuals and staff are our highest priority.

Know we have protocols in place for the prevention of the spread of contagious illnesses, inclusive of Covid-19. In addition to staff cleaning and disinfecting of frequently touched objects and surfaces, we are requiring that staff and served individuals (assisted as needed) follow best practices to stop the spread of Covid-19 and other contagious diseases, inclusive of:

* Washing hands often with soap and water for at least 20 seconds. And utilizing an alcohol-based (greater than 60% alcohol) hand sanitizer if soap and water is not available, upon entering the program, before and after eating and after toileting.
* Avoid touching eyes, nose and mouth with unwashed hands.
* Covering coughs and sneezes with a tissue or sleeve
* Limit unnecessary physical contact

**Last, but, not least, if the served individual you care for presents with an elevated temperature (99.0F or above) or other overt symptoms of potentially contagious respiratory illness, (i.e. sneezing coughing, shortness of breath), please do not send them to the day programs. Further expectations prior to returning to program include; medical evaluation and clearance, if prescribed an antibiotic, a wait period of 48 hours before returning to program. Additionally, if staff involved in transportation observe that an individual is presenting with evidence of upper respiratory illness, they have been advised by administration to refuse transport to the day program, medical clearance protocols as stated above must then be followed. If a served individual presents with evidence of illness they will be isolated, and a call will be placed immediately to have that person picked up from program by their provider/guardian**

Thank you, for your anticipated cooperation.

Eileen McDonnell, RN, BSN

Director of Health Services

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| **CORONAVIRUS** | * **FEVER** * **COUGH** * **SHORTNESS OF BREATH** * **SYMPTOMS APPEAR 2-14 DAYS AFTER EXPOSURE** | | |
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| **FLU** | * **FEVER** * **COUGH** * **SORE THROAT** * **HEADACHES** | * **FATIGUE (TIREDNESS)** * **MUSCLE OR BODY ACHES** * **RUNNY OR STUFFY NOSE** | |
|  |  | |  |
| **ALLERGIES** | * **SNEEZING** * **ITCHY, RUNNY OR BLOCKED NOSE** * **ITCHY, RED, WATERING EYES** * **WHEEZING, CHEST TIGHTNESS, SHORTNESS OF BREATH, COUGH** | | |