



Good Afternoon All,

In light of this pandemic we want to ensure not only the health and safety of individual's served but those of our staff. While we can not eliminate all risk we can do our best to minimize risk by following the protocols in the body of this text. Please note these protocols are effective at least until 4-1-2020 at a minimum.

General Staff Protocols

1. Use Universal Precautions at all times.
2. Practice Handwashing Protocols.
3. If you are in direct contact of those served change your clothes as soon as you return home.
4. No handshakes or hugs.
5. Remember to disinfect surfaces in your home and work space.
6. Do not come to work ill. If you have been ill follow medical advise before returning.
7. If you plan to travel out of the country you need to make Human Resources and your Supervisor aware. It should be further noted upon your return you will be required to self quarantine at home for 14 days. You may use PTO during this time but if none is available you will not be paid.
8. In the event of self or government quarantine only exempt essential personnel will be eligible to work from home.

Facility Based Protocol for Early Intervention and Adult Day Services

1. There are to be no visitors in spaces utilized by students and participants. This includes the program floors, classroom and gyms. Visitors include but are not limited to Volunteer Groups, Case Managers, SSA's, Families, Guardians, outside home health providers, therapists and educational staff from schools.
2. Visitors may be in lobby areas.
3. Easterseals staff who work in an administrative capacity in the Hilliard office should refrain from being in the classrooms and gym while students are present.
4. All tours of facilities should occur when students or participants are not receiving services.
5. All outside social and recreational activities/outings are cancelled. Likewise any social or recreational activities from outside groups in the programs should be cancelled and rescheduled.
6. No meetings should be scheduled or occur with outside entities within Easterseals buildings.
7. Education and Adult service staff should ensure handwashing of students and participants upon arrival, before and after lunch, as well as upon departure at a minimum. We should discourage peer to peer touching and encourage adequate space between people.
8. Adult Day staff should be prepared to assist with In Home participants in the event ADS census is low.

In Home Services

1. In Home Services will operate even in the event of government quarantine for individual's who have no natural supports who need health and safety related services.

2. Outings into the community should be limited to grocery shopping, medical appointments, banking and medication pick up.
3. In Home Management should be scheduling staff in minimum number of homes as possible to eliminate the potential for cross contamination.
4. PPE is available to staff for their protection. Please contact your supervisor.

Easterseals has no intention of closing services unless we are instructed to do so by state or federal officials. We provide services to those who require us in order to live independently. While some of this may seem restrictive it is in the best interest of everyone's health and safety.

Sincerely,

Pandora

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