

Good afternoon,

In recent days, and on multiple occasions throughout the day, new and revised information comes to light from around the country and, in fact, from around the world relative to COVID-19, the Coronavirus. Yesterday, as our first update to you was being drafted, the World Health Organization declared COVID-19 a pandemic. This doesn't necessarily mean that the virus is any more dangerous than it was previously but, rather, that it is a new virus that is now impacting multiple continents across the globe and affecting many lives. For The Arc of Hunterdon County, there are just a couple of items to consider that may not have been addressed in the update you received yesterday:

1. Please be diligent in reporting any exposure you may have had with anyone exhibiting symptoms that match with the Coronavirus. This includes exposure you may have had with someone else that was in the company of someone exhibiting the symptoms. If you have a friend or family member that is exhibiting symptoms, please report this to your supervisor and stay at home.
2. Also be careful to report to your supervisor, program director and on-call any symptoms exhibited by an individual that you support.
3. Beginning on Friday, April 13<sup>th</sup>, residential clients will not be working at the administrative offices and will be asked to stay at home.
4. Effective immediately, all planned trips or visits that involve gatherings of larger numbers of people are to be cancelled. Please avoid any public setting where groups of people are gathered in small or tight places.
5. A protocol is being drafted and will be implemented regarding the acceptance of visitors that come to the administrative offices.
6. Family visits to our residential settings are discouraged but may continue at modest levels. Families will be encouraged to keep their loved one at home should they desire to do so.
7. Staff that can safely and effectively – without jeopardizing the continuity of business at the main office – will be asked to work from home for all or part of their regular work hours.

Our team of senior staff reviewing these matters will be meeting again tomorrow. We will continue to provide you with updated information as it becomes available to us. Thank you again for your diligence around this important issue.

Thank you,

Jeff

**Jeff Mattison**  
Executive Director

