

Good afternoon,

Following is a brief summary of changes and updated information relative to the ongoing COVID-19 (Coronavirus) threat.

1. There are two corrections pertaining to yesterday's update... one error and one omission. Both are **highlighted** below.
2. Day Programs (both ArcWorks and Point Breeze) will be **CLOSED** the week of March 16 – 20. An update on the status of the following week's schedule will be provided on or before March 20<sup>th</sup>.
3. Family Support staff are being asked to curtail normal daily activities in most cases and help fill vacant shifts in our Residential Program.
4. A quarantine or wellness location, equipped with beds and supplies, is being established at Point Breeze – as a contingency back up plan to be utilized on an as-needed basis.
5. Surplus inventories of supplies have been procured. These include paper towels, toilet paper, hand sanitizer, N-95 face masks, protective gowns, Clorox wipes, Lysol spray disinfectant, etc.
6. A Visitors' Wellness Questionnaire has been formulated for completion by visitors at our Beaver Brook offices. Copies of the questionnaire will also be sent to all of our residential settings for completion there by any visitors. I ask that you review the questionnaire and contact me with any questions you may have.
7. Once again, families are encouraged to consider keeping their loved ones at home, should they chose to do so. With respect to this, however, it is important to note that once an individual is residing at his/her family residence, it will be at the agency's discretion as to when the individual will be enabled to return to his/her Arc residence. Returning will be subject to acceptable health and safety related conditions at that time.
8. Communication lines to parents and guardians are being established via a *Constant Contact* list-serv for Residential, Day and Family Support programs. Beginning on Monday, March 16<sup>th</sup>, updates will be communicated via *Constant Contact* to these groups of individuals.
9. Your Quality Assurance team is actively engaged in conducting health and safety audits at all of our residential settings. Please inform them of any concerns you may have and ask them to relay the concerns to me or any member of senior management participating in the task force.
10. REMINDER: Should you have ANY questions at all regarding what you should be doing or what you can be looking for, please reach out to our on-call, your program supervisor, program director or any member of the administrative staff. Thank you!

Earlier this afternoon a national State of Emergency was declared. I would encourage you to consult with online sites and/or news outlets for the most up-to-date information available.

Thank you once again,

Jeff

**Jeff Mattison**  
Executive Director