

Good afternoon. Following is your fourth update regarding the COVID-19, Coronavirus crisis.

1. We are all reminded... if you're not feeling well and exhibit any known symptoms of the Coronavirus, please stay at home. Consult with your doctor immediately.
2. Sick time will be granted to employees even in the event they have not as yet accrued it.
3. Upon returning from a leave or vacation that involves travel away from home, please be informed that you are required to self-quarantine for 14 days and be symptom-free prior to your return to work.
4. If you come into direct contact with a person known to have the Coronavirus, you cannot work and must self-quarantine for 14 days and be symptom-free prior to returning to work.
5. If you come into contact with someone who, in turn, has had direct contact with someone else who is known to have the virus, per CDC guidelines, you are not identified as having been exposed PROVIDED the person you were in contact with directly is not exhibiting symptoms.
6. DDD has closed all day programs throughout the State of NJ and is restricting community activities. There is to be no community exposure aside from emergency doctor/hospital visits and mandatory medical appointments.
7. Residential programs are being asked to compile a shopping list of food and household items that are needed. We will be asking available personnel to shop for needed items and deliver them to our residential settings. Please submit your lists to your Assistant Program Director. REMEMBER: the goal is to maintain a 2-weeks supply of food and household goods at all times.
8. We are asking all staff to consider whether or not they would be willing to stay at one of our homes over a prolonged period of time, should scenarios make that necessary. This would mean that you would be willing to temporarily reside at one of our homes and remain there for a minimum of 14 days in the event a client was diagnosed with the Coronavirus. Financial consideration (to be determined) will be provided to any employee willing to serve in this capacity. Our goal is to identify two staff per location so that in an emergency situation the two can share responsibilities. Please email or S-COMM both Colleen Dennis and Jeff Mattison, or speak with your APD about it if you can help.

9. Please be reminded that it is very important to limit the number of residential settings where you work. Not more than two locations is preferable so as not to risk potential exposure to a larger number of individuals.

10. In light of the recent 8pm curfew established in New Jersey, it will be important to keep your Arc of Hunterdon photo ID available in the event you are stopped while driving after 8pm. If you do not have an Arc photo ID, please call Linda DiAlfonso or Peg Forte at the main office and we will arrange to have one made for you.

11. For your personal wellbeing and the wellbeing of those around you, it is important that you limit social contact outside of your work environment. "Social distancing" is very, very important for the sake of limiting the ability of this virus to spread.

12. Please note that the agency has obtained a supply of masks, gowns, thermometers, face shields, paper products, hand sanitizer and related items to combat, and take precautions against, the Coronavirus.

Your Coronavirus task force is meeting each morning and as-needed to review the latest developments and make decisions around how best to insure the safety of every client and every staff person associated with our agency. Thank you for all that you're doing in support of the individuals we serve. Please reach out to any of us with questions or concerns you may have. We are here to help in any way possible.

Thank you,



Mattison .Jeffrey D

Executive Director

*The Arc of Hunterdon County
Suite 23 , 1465 Route 31 South
NJ 08801 , Annandale
223 .ext , Office: (908) 730-7827
Fax: (908) 333-4129*

www.archunterdon.org