

Good afternoon,

I want to provide you with a brief update on The Arc of Hunterdon's position and steps being taken to address concerns over COVID-19, the Coronavirus. An internal task force has been established and is meeting on multiple occasions every day to (1) review the latest information from the Centers for Disease Control and Prevention (CDC) and, (2) identify and implement precautions we are taking to keep the individuals we support and their staff safe. There are a number of things that you can do (and should be doing) to help prevent contracting the Coronavirus, together with necessary steps you must take in the event you have been exposed to someone that has either tested positively for the virus or exhibits symptoms.

Precautionary measures:

- Wash your hands frequently with soap and water or hand sanitizer
- Avoid frequent touching of your face... eyes, nose and mouth
- Cough/sneeze into your arm rather than cover your mouth with your hand
- Promptly discard used tissues into trash cans
- Drink plenty of fluids/water

If you aren't feeling well (or have been in close proximity to someone known to have COVID-19):

- Know the symptoms: fever, cough, shortness of breath
- Stay at home
- Seek immediate medical attention

Once you're feeling better:

- You must be free of a fever for 24 consecutive hours before attempting to return to work
- You must obtain from your primary care physician a note indicating that you are cleared to return to work

The Arc is taking a proactive stance in light of heightened concerns over the Coronavirus. It is IMPORTANT to note that there are currently no known confirmed cases among any of our clients and staff. That being said, please note the following:

1. Day Programs (ArcWorks and Point Breeze) will be closed from Thursday, March 12 through (at least) Monday, March 16. Further notice will be provided as to when the programs will reopen.
2. Day Program staff will report to the Residential Program sites they have previously been assigned to or will be given further instruction on assignments.
3. Recreation Program will cancel, postpone or reschedule events where larger groups of individuals would normally gather in one place.
4. Residential Program staff are instructed to refrain from taking individuals they support to sites where there are larger groups of people gathered in one place. Outdoor activities, in 1:1 or very small group settings, are strongly encouraged. Please review and insure that routine cleaning and disinfecting procedures are properly adhered to. If those procedures are unclear, call this to the attention of your supervisors.
5. Please be especially watchful and mindful of our elderly and medically compromised clients, as they are most vulnerable and most likely to suffer dire consequences from contracting COVID-19. Report and seek immediate medical attention for anyone exhibiting any of the known symptoms.

If, one month, three months or six months from now, it is determined that we have overreacted to the Coronavirus outbreak, we will all be pleased about that. But for now, we must all take every precaution possible to protect the people we support and our staff. **THANK YOU** for all that you do each and every day for the individuals you compassionately support. As more information becomes available and as it is determined that additional steps be taken, we will inform you. There is likely much that I am overlooking with this initial update but tomorrow, March 12, 2020, we will begin work to make space available on our website for additional Coronavirus updates. In the meantime, please do not hesitate to reach out to me with any questions you may have.

Again, our goals are to help keep everyone healthy and communicate as much as possible along the way.

Thank you and best regards,

Jeff

Jeff Mattison
Executive Director