



taking on disability together

March 12, 2020

Dear Staff, Families, and Volunteers,

I would like to assure everyone that we are following the CDC and Florida Department of Health information streams and implementing their associated recommendations here at Easterseals Florida. The spread of COVID-19 is facing our nation and our State, and we can all participate in good hygiene practices to help stop the spread.

Many of our clients fall into higher risk categories and we are particularly sensitive to this. In order to prevent or contain any potential outbreak we have the following recommendations in place in our buildings and recommend these steps for everyone at your place of work and your home:

- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Avoid close contact with people who are sick
- Clean and disinfect objects and surfaces
- Stay at home away from others if you are sick
- Cover mouth and nose with a tissue when coughing or sneezing, then throw the tissue in the trash and wash your hands
- Do not bring your loved one to a program, nor staff come to work if you have suspected symptoms (elevated temperature, fever, cough, shortness of breath)

Further we have added:

- Limitation on non-essential volunteers and visitors to our program
- Conducting health screenings including temperature taking, for all staff, clients and visitors to our programs
- Increased hand washing for clients and staff throughout the day
- Utilization of isolation space at each program location in the event someone falls ill during the day
- Enhanced cleaning and disinfection by our professional cleaning companies as well as day to day cleaning in the program
- Created more space between clients in their work and program areas
- Suspended our attendance policies in order to support staff who need to stay home because they are sick
- Requesting staff and client families self quarantine if they have travelled to CDC identified high risk areas, including cruises
- Granting authority to staff providing services in client homes to choose to discontinue a service if they feel concerned someone in the home is sick
- Expectation that if we call a client family to pick up a sick client, that we will have your prompt response and cooperation in order to protect the health and safety of others

Should we learn that a client or staff member has tested positive for the Coronavirus, or staffing ratios are compromised, decisions will be made on a case by case basis regarding program closure.

We expect that our funding and licensing agencies will develop additional directives and guidance and we will follow all recommended protocols to assist in promoting health and safety and the containment of the virus. I will keep you informed as additional precautions are added.

Sincerely,

Sue Ventura  
President and CEO