

Beaverbrook STEP, Inc.

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3/12/2020

Dear Beaverbrook STEP Individuals, Staff, Families and Guardians,

The COVID-19 (Coronavirus) Pandemic has been an ever-evolving situation that has been at the forefront of all of our COVID-19 Response Team sessions here at Beaverbrook STEP. As we all know, confirmed cases are on the rise and the precautions to limit exposure are significant. At Beaverbrook STEP, we are continuously monitoring the health of our individuals and staff, as well as implementing strategies for preventing the spread of the virus including: social distancing, universal precautions and cleaning surfaces that are frequently touched (i.e. door knobs, tables, and bathrooms) throughout the day. If any individuals are presenting with signs of illness associated with Influenza or potentially COVID-19, we will follow all the recommendations outlined by DPH, CDC, WHO and DDS and then alert all individuals, staff and families immediately. Now that the likelihood of contracting the virus has increased within our own communities, we need to adjust our response accordingly. During this period, we will alert you if an individual or staff is presenting with symptoms associated with COVID-19 so that you can assess and limit your family member's contact as you deem appropriate. Additionally, if you are presenting with symptoms or have been in contact with those who are, we ask that you follow CDC guidelines regarding visiting locations with high risk individuals.

We have outlined some response guidelines for both our residential and day service programs. As the situation is fluid, these are the current guidelines that may change as new responses become necessary. Please read below for specifics related to each service as of 3/12/2020.

Community Based Day Supports/Employment Services (All OPTIONS programs)

All Options locations are closely monitoring the health of the individuals and staff. All surfaces that are frequently touched are being cleaned on a schedule throughout the day to try and limit exposure to any pathogens. Individuals and staff are being encouraged to wash their hands frequently and avoid unnecessary contact. It should be noted that daytime and after-program community events may be limited due to social distancing guidelines. If any individuals are presenting with signs of illness associated with Influenza or potentially COVID-19, Options staff will immediately ask for the home (staffed or family) to come and pick up the individual. Individuals who are sent home sick must remain home until they are cleared by a medical provider and symptom free for at least 24 hours. Individuals must be able to self-contain coughs/sneezes by covering their face with a tissue or elbow. Individuals who are presenting with any respiratory illness, fever or cough should remain home from Options until seen and cleared by a medical provider.

Residential Homes (24 hour and < 24 Hour)

All Residential locations are closely monitoring the health of the individuals and staff. All surfaces that are frequently touched are being cleaned on a schedule throughout the day to try and limit exposure to any pathogens. Individuals and staff are being encouraged to wash their hands frequently and avoid unnecessary

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contact. Residences are being supplied with non-perishable foods, cleaning supplies and extra medications. It should be noted that evening and weekend events may be limited due to social distancing guidelines. If any individuals are presenting with signs of illness associated with Influenza or potentially COVID-19, residential staff will immediately notify the parent or guardian and keep them home from their day programming. Staff will then follow all recommendations to notify the appropriate agencies, including DDS and have the individual seen by a medical professional. Individuals who are home sick will remain home until they are cleared by a medical provider and their day program to return. All parents and guardians of the individuals living in the residence with a person presenting with symptoms will also be immediately notified.

As the guidance for the Pandemic evolves, Beaverbrook STEP's COVID-19 Response Team will provide timely updates to all of our staff, individuals, families and guardians. We will continue to adhere to all of the CDC, WHO, DPH and DDS recommendations and communicate any changes in programming as soon as possible. Please see the attachments for guidance on stopping the spread of germs and more specifically COVID-19.

<https://eph.org/wp-content/uploads/2020/03/Preventing-the-Spread-of-COVID-19.pdf>

<https://www.mass.gov/doc/stop-the-spread-of-germs-respiratory-diseases-like-flu-and-covid-19/download>

For the most accurate and up to date information concerning the COVID-19 Pandemic, please refer to the following websites:

www.cdc.gov/COVID19 - Center for Disease Control

www.mass.gov/2019coronavirus - Massachusetts Department of Public Health

www.who.int/emergencies/diseases/novel-coronavirus-2019 - World Health Organization

Sincerely,

The Beaverbrook STEP COVID-19 Response Team

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