



## INTRA-AGENCY COMMUNICATION

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Consistent with my last news brief and Coarc's focus to keep individuals and our employees as safe as possible, Coarc will be instituting several new protocols, including Health Screenings and Face Masks/Coverings. These new protocols will be in place until notice is provided otherwise. We understand that these protocols will be inconvenient, but they are a small price to pay for the safety of the Coarc community. Of course, proper hand washing, coughing or sneezing into a tissue or your elbow, and effective disinfection of commonly touched surfaces are as important as ever.

Effective Wednesday April 22, 2020, per OPWDD, staff health checks will be required for all staff at the beginning of each shift, and every twelve hours thereafter, if still on duty. This includes all staff, regardless of whether they are providing direct care to individuals. This monitoring must include a COVID-19 related symptom screen and a temperature check.

Each program/site will provide specific directions relative to that site/program. At the very least, upon arrival for shift, staff will need to have their temperature checked and recorded in a log that will be available just inside every doorway. When possible, it is always a best practice to have another staff take your temperature and complete the health check screening form. If another staff is not present, this check can be completed and recorded by the person. Safety must be maintained during this health check and any person who is taking another's temperature should wear a mask and gloves.

If the staff has the following symptoms: cough, or shortness of breath or a temperature greater than 100.0 F, the staff will not be allowed to work and should return to their car and call their supervisor immediately.

The thermometers being used for the temperature checks should only be the temporal thermometers if used by more than one staff. These need to be disinfected between each use. Proper disinfection will be wiping down with a Clorox type cleaning wipe, or an alcohol wipe.

Additionally, OPWDD has indicated that when staff is caring for individuals who are not infected with or presumed to be infected with COVID-19, they must use a face covering, which can be a cloth face mask or surgical type face mask. When caring for individuals who are infected with or presumed to be infected with COVID19, staff must wear a face mask, which is a surgical or N95 mask.

The disposable face masks can be used for three, eight-hour shifts (24 hours of use) per the CDC guidelines. If a mask becomes visibly soiled before the end of the 24 hours of use, it should be replaced. In between shifts, and during breaks, the masks can be stored in a brown paper bag marked with the staff's name and date. At the end of the 24 hours of use for the mask, the disposable mask and paper bag should both be thrown out, and a new mask and bag should be obtained.

A reminder about mask use:

- Do not touch the front of the mask after putting it on.
- Do not stick your fingers in between the mask and your face.
- Always remove a mask by the tie strings, or ear loops, not by grabbing the front of the mask.
- Wash your hands after mask removal.
- If you are putting a mask back on (re-using), wear a clean pair of gloves while putting the mask on. After the mask is in place immediately dispose of the gloves, and wash hands.

Please note, Governor Cuomo has also issued an Executive Order requiring the use of Face Coverings while in the public spaces where maintaining the required social distancing of six feet is difficult, like grocery stores, pharmacies, public transportation, etc.

There is a lot of information in this news brief, so if you have any concerns please reach out to your supervisor or a member of the HR Department or Leadership Team. We are all hoping that these protocols and the stay at home order will be lifted soon. Until then, please be safe in your everyday lives.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Stall', written in a cursive style.

Ken Stall  
CEO