



*Creating Opportunities for Happy Lives!*

To: All EEDA Staff

From: Lisa Meyer Fertal, CEO

Date: March 09, 2020

RE: COVID-19 Virus

EEDA takes seriously, the health and safety of our staff and program participants. With the presence of COVID-19 Virus, EEDA is implementing a plan with direction from the Department of Health and Office for Persons with Developmental Disabilities. We are taking the following steps immediately:

- Educating our staff to know the Signs/Symptoms of the COVID-19 which includes:
  - Fever
  - Cough
  - Shortness of Breath
  - Fatigue/Tired
  - Sore Throat
  - Headache
  - Diarrhea/Nausea
- Instructing all staff to view the COVID-19 training in EEDA's Relias Electronic Learning Management System.
- EEDA is communicating our strategies with all families and service providers stressing the people we support are not permitted to attend programs/receive services if they are presenting symptoms of COVID-19.
- Instructing staff to contact the EEDA Nurse on-call immediately if a program participant presents with COVID-19 symptoms.
- Instructing staff members and volunteers to STAY HOME if they present with any COVID-19 signs/symptoms.
- Instructing staff to contact their supervisor immediately if they have signs/symptoms of COVID-19.

- Requesting management to send home any staff or program participant that comes to an EEDA site with COVID-19 signs/symptoms.
- Instructing all staff to practice handwashing and assist those they are supporting to wash their hands at regular intervals. Handwashing instructions will be hung in every handwashing location.
- Ensuring soap dispensers and soap are available in all bathroom and kitchen locations throughout EEDA.
- Ensuring Purell dispensers are hung at every location.
- All worksites and vans must be wiped down every shift with EEDA approved and provided disinfectant.
- Distributing *Stop the Spread of Germs* Posters to be given to all Program Coordinators and Managers for display at every location.
- All EEDA locations will have an advisory poster sponsored by the New York State Department of Health on the front door asking that anyone sick not enter the location.
- EEDA will not be participating in any non-essential meetings and we ask for full cooperation from staff and consumers to refrain from large community events.

EEDA will provide any additional information as warranted by the Department of Health and/or OPWDD. Thank you in advance for your cooperation. Be assured EEDA leadership is taking the COVID-19 very seriously and will continue to monitor the situation and respond as necessary.