



UCP SEGUIN – SPECIAL UPDATE ON COVID-19

March 13, 2020

Attention UCP Seguin Employees, People Served, Families and Friends,

As everyone is likely already well aware, COVID-19, commonly being referred to as the Coronavirus, was elevated to a Pandemic status on 3/11/20 by the World Health Organization (WHO). This means that this virus is not isolated but is a worldwide threat. We at UCP Seguin have been monitoring the global COVID-19 outbreak, and have already taken steps to address the safety and well-being of the people with disabilities we serve, their families, our employees, our foster parents, and the public with whom they come in contact. We are now implementing further steps and protocols to keep everyone safe.

Most of the protocols outlined below refer to matters to which UCP Seguin staff members will attend, although there is some general guidance for families and people receiving services, related to day program and general guidelines for everyone in terms of continuing to exercise appropriate handwashing techniques.

FIRST AND FOREMOST, although there is a growing number of confirmed cases of the virus in the Greater Chicago area, **I ASSURE YOU THAT WE HAVE NO KNOWLEDGE OF ANY CORONAVIRUS CASES AT UCP SEGUIN.**

Our number one goal right now is **MINIMIZING THE RISK OF EXPOSURE AND VIRUS CONTAINMENT.** We have a responsibility to ourselves, our participants and their families, visitors to our programs, and the community at large.

Although it might seem reactive or even over reactive, the guidelines below represent the abundance of caution that we feel is necessary to put into place NOW to keep people safe in the present and long-term.

ALL EMPLOYEES

All employees will be required to **SIGN IN AND TAKE THEIR TEMPERATURE** when they arrive for their shifts. This will be the case at **ALL PROGRAM SITES...NO EXCEPTIONS!** Whether working in a support department, Administration, Maintenance, Direct Service, Case Management, Seguin Auto Center, Seguin Gardens & Gifts, Quality Assurance, Development, Information Technology, etc., **YOU MUST SIGN IN AND TAKE YOUR TEMPERATURE. YOUR SUPERVISOR WILL INFORM YOU WHERE THE SIGN IN LOG WILL BE KEPT AT YOUR PROGRAM SITE(S).**

ANY EMPLOYEE WITH A TEMPERATURE OF 100 DEGREES OR MORE, OR WITH SYMPTOMS SUCH AS SORE THROAT, BODY ACHES, COUGH OR SHORTNESS OF BREATH,

WILL BE SENT HOME IMMEDIATELY AND REQUIRED TO CONTACT A DOCTOR AND GET MEDICAL CLEARANCE BEFORE RETURNING TO WORK.

CONTACT A DOCTOR IF YOU EXPERIENCE COUGHING OR SHORTNESS OF BREATH, AS THESE ARE TWO OF THE THREE MOST PREVALENT COVID-19 SYMPTOMS.

ALL PARTICIPANTS

All participants will be required to have their temperature taken and documented upon leaving the homes, including Adult Foster Care homes and upon arriving back at home after being out at day programs or employment sites. Temperatures must be documented consistently. **TEMPERATURES REGISTERED OF 100 DEGREES OR MORE, OR SYMPTOMS SUCH AS SORE THROAT, BODY ACHES, COUGH OR SHORTNESS OF BREATH, MUST BE REPORTED IMMEDIATELY TO THE APPROPRIATE NURSING STAFF WHO WILL PROVIDE FURTHER INSTRUCTIONS.**

DAY PROGRAM

Starting March 13, 2020 and through the end of March, residents of UCP Seguin's Community Integrated Living Arrangement (CILA) group homes will receive day programming from their respective homes. Just like during inclement weather, day program staff will be expected to report for their shifts at homes that are assigned by their department supervisors.

Individuals receiving residential/CILA services from Adult Foster Care AND individuals who receive day services but reside in the community with family, independently, or in Intermittent CILA homes are **STRONGLY ENCOURAGED TO STAY HOME**, effective Friday 3/13/20 and **through the end of March**.

Individuals employed in community-based jobs and Seguin Enterprises **are to continue to report to work**, unless and until their employers direct them otherwise.

RESIDENTIAL AND ADULT FOSTER CARE

Residential services will continue as usual. Community outings and activities, especially to places where crowds will exceed 25, are **STRONGLY DISCOURAGED!** All outings must be approved by supervisory staff.

HYGIENE

As always, **PRACTICE UNIVERSAL PRECAUTIONS!** The most important thing that each of us can do to reduce the likelihood of spreading of this virus is to:

- **WASH OUR HANDS FREQUENTLY!**
- **COUGH OR SNEEZE INTO THE CROOK OF OUR ELBOWS AND NOT ONTO OUR HANDS!**
- **USE HAND SANITIZER WHEN IT IS AVAILABLE!**
- **WIPE OFF SURFACES WITH ANTI-BACTERIAL CLEANER WHENEVER POSSIBLE!**
- **DO YOUR BEST TO KEEP YOUR HANDS AWAY FROM YOUR FACE!** (did you know that we touch our faces about 90 times each day? We are completely unaware of it...)

There is a shortage of some of these items and we are working hard to ensure that we continue to have an appropriate stock of gloves and sanitizer. **MASKS ARE ON BACK**

TASK FORCE

The following staff members make up the Coronavirus Task Force. You may contact any of the following individuals with any further questions:

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There is a lot of helpful information available on COVID-19 on various websites. Below are some links to follow that will take you to the Center for Disease Control (CDC), the Illinois Department of Public Health (IDPH), the World Health Organization (WHO), and the federal Occupational Safety and Health Administration (OSHA).

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.who.int/health-topics/coronavirus>

<https://www.osha.gov/SLTC/covid-19/>

Please be assured that we are monitoring this situation closely and are taking special precautions now as added measures of safety. We will post updates to our website as we receive them. You can find those updates by clicking on the **COVID-19 INFO & UPDATES** link embedded in our website: <https://ucpseguin.org/>

Thank you for your patience and cooperation as we rationally and proactively navigate these uncharted waters together.



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