



To: The Arc, Oneida-Lewis Persons Supported, Staff, and Families
From: Karen Korotzer, CEO
Re: Coronavirus / nCoV / COVID-19

We understand that COVID-19 (Coronavirus) is of concern to our individuals, families, and staff throughout the Agency. We are prepared, and have reinforced and implemented strategies to protect our community at The Arc Oneida-Lewis Chapter. We will continue to update you on our efforts to stay informed, and implement any changes necessary as guidance emerges. The Arc, Oneida-Lewis is prepared to work with Oneida & Lewis County's Departments of Health (DOH) to screen and test – if necessary – any of our patients who meet criteria for testing. Please review the guidance below and if you have any symptoms of respiratory illness, please reach out to your medical provider immediately.

Again, this is a rapidly changing situation and your best source for the most accurate and up to date information is your local DOH office and the Center for Disease Control (CDC).

FOR ADDITIONAL AND MOST CURRENT INFORMATION, PLEASE VISIT THESE WEBSITES:

<https://ocgov.net/health/coronavirus>

www.lewiscounty.org/public-health

www.cdc.gov/coronavirus/2019-ncov

What actions is The Arc Oneida-Lewis taking?

First and foremost, we are in frequent contact with our local DOH office which is providing ongoing updates and guidance on actions to take. Also, we are utilizing CDC resources to understand the direction being provided to the community, businesses, schools, and healthcare facilities. The Arc NY is in close contact with our chapter as well as OPWDD, and prepared to offer support.

What do we know?

As the virus continues to spread travel restrictions are being updated and now include several countries. The CDC has very strict measures in place at all ports of entry to screen people coming back from any of the identified countries. The results of that screening carefully dictate what follow up is required for that person and there is direct contact with their local county health department as well as strict follow up measures. Updated travel information related to 2019-nCoV can be found at: wwwnc.cdc.gov/travel/notices

What are we doing to reduce the risk in our programs?

As we have said before, this is a rapidly changing situation. Any steps we take may be modified and enhanced at any time as we are closely following DOH guidance. As of today, the Coronavirus has not proven to be more lethal than the Flu. However, given that there is no vaccine or antiviral available enhanced precautions must be taken.

For questions, please contact your local department of health or the NYS DOH Novel Coronavirus hotline at 1-888-364-3065. We encourage you to keep up to date about 2019-nCoV, its treatment and prevention by visiting the following websites:

- Oneida County Health Department
<https://ocgov.net/health/coronavirus>
- Lewis County Public Health site
www.lewiscounty.org/public-health
- CDC's dedicated 2019-nCoV
www.cdc.gov/nCoV
- NYSDOH's dedicated 2019-nCoV
www.health.ny.gov/diseases/communicable/coronavirus
- NYSDOH directory of local health departments
www.health.ny.gov/contact/contact_information
- New York State Center for School Health
www.schoolhealthny.com

If you have any questions or concerns, we can be reached via email, at: COVID-19@thearcolc.org

Prevention

We are instructing staff and individuals across all programs to follow these steps strictly and are instituting protocols to oversee that all staff and individuals comply with these guidelines:

PERSONAL HYGIENE:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer containing at least 60% alcohol if soap and water are not available.
- Hands must be washed after returning to a program site or residence from the community, before eating, after using a restroom, and anytime you have had prolonged contact with multiple surfaces or devices.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. If you use a tissue, throw it in the trash and wash your hands or use an alcohol based hand sanitizer immediately after. Coughing into your elbow is highly recommended if you do not have a tissue at hand.
- Gloves must be removed after every use and discarded before moving on to another person, surface or activity.

ENVIRONMENTAL CLEANING:

- In our Day programs, our Facilities/Maintenance employees are wiping down and disinfecting all surfaces, doorknobs, railings, etc. on a daily basis.
- Staff is also routinely cleaning and disinfecting frequently touched objects and surfaces such as door knobs, phones, tables and counter tops, handles and railings, and any other frequently touched surface in the environment.
- We are ensuring that cleaning is being done with spray cleaners and paper towels or with disinfecting wipes.
- We are ensuring that our vehicles are frequently being sanitized in the same manner as described above.

MAINTAINING STOCK OF ESSENTIAL ITEMS:

- We are maintaining a stock supply of: Non-perishable food, water, toilet paper, and cleaning supplies in the event that a program requires anything that is not readily available in the community.
- We are in contact with our pharmacy and other vendors to ensure their availability to provide us with additional resources if necessary.

MONITORING INDIVIDUALS, STAFF, AND VISITORS FOR SIGNS OF ILLNESS:

- Staff, individuals, and visitors are instructed to stay home when showing signs of respiratory illness and not attend community or program based activities.
- Staff should not present for work if they have any respiratory symptoms and must contact their physician. We are asking staff to report their signs of illness and/or their diagnosis to their supervisor.
- **IF YOU HAVE RESPIRATORY SYMPTOMS:**
 - Seek medical care right away. Call ahead and tell them about any travel and symptoms.
 - Avoid contact with others.
- The CDC **does not recommend** the routine use of respiratory/surgical masks. These are reserved for individuals who present respiratory symptoms and the possibility of illness.
- We are required to contact our local health department to report suspected cases of coronavirus and refer for testing.