March 11, 2020

**Hope Network Community Based Programs**

As we continue to monitor the developments regarding COVID-19 through the CDC, we would like to update you on our responses and plans/guidelines thus far.

Preparatory measures for the spread of respiratory infections including COVID-19 in consumers staff members:

- General education about COVID-19 and guidance on when to keep a consumer home is posted at each facility. Additional information will be shared until the risks associated with cold, flu and COVID-19 subside.
- Hope Network Developmental and Community Services (HNDCS) will follow any changing recommendations for response from the CDC and Michigan Department of Health and Human Services (MDHHS) and update this response plan accordingly.

Staff preventative response to address the spread of infection:

1. Staff will use universal precautions per policy when providing assistance with personal care and other activities.
2. Staff will wash hands with soap and water for at least 20 seconds frequently throughout the day but essentially after using the bathroom, before and after eating, after smoking, when coughing or sneezing, assisting a consumer with personal care, and the passing of medications.
3. Staff are reminded not to touch eyes, nose and mouth.
4. Staff are to cover nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
5. Staff may use 60% alcohol based hand sanitizer in between washing hands with soap and water. Staff should not use hand sanitizer more than three (3) times in between handwashing.
6. Staff to wipe tables, chairs, handrails, and doorknob at least twice daily with a bleach based cleaner.
7. Staff to remain home when experiencing a fever and cough until fever free without medication for 24 hours.
Consumer preventative response to address spread of infection:

1. Consumers will be encouraged and reminded to use universal precautions, wash hands and/or use 60% alcohol based hand sanitizer, refrain from touching their face, touching others, etc. Staff and consumers will develop alternate ways to address each other (such as elbow bumps rather than handshakes).

2. Consumers are ask to remain home if they are experiencing a temperature above 100°F, have a sore throat, uncontrolled nasal congestion, excessive cough, diarrhea and/or vomiting.

3. The program staff will evaluate any Consumer who present at the program with cold and flu symptoms to make a decision regarding their current attendance at the program and when to return to the program. Consumers may not return to the program until fever free without medication for 24 hours.

4. Consumers will be encouraged and assisted to wash hands after using the bathroom, after blowing nose or sneezing, and before and after eating.

5. Consumers will be reminded to cover cough or sneeze and dispose of soiled tissues properly.

Program Closure

In the event a Consumer or Staff member test positive for COVID-19 virus, the HNDCS Program will evaluate the need to close the program. In the event of program closure, a communication will be disseminated to all consumers, guardians, and home providers.

Please know that the health and safety of your loved ones is of the utmost importance to us. We are truly thankful for your commitment to our community and we trust that our partnership will help navigate us through this situation. We will continue to monitor and communicate as we learn more information. Please communicate your question or concerns to the Program Manager.

Sincerely,

Patty Kasbohm
Director

Deb Mock,
Executive Director

Dr. Kiran Taylor
Chief Medical Officer

Joe Fraam
Safety Officer