

March 12, 2020

TO: CTF Individuals, Families, and Guardians

FROM: Mary Pat Ambrosino, CEO

RE: **CORONAVIRUS**

CTF ILLINOIS has always enforced universal precautions for when anyone individual displays signs and symptoms of a viral infection (fever, cough, and shortness of breath). ***PLEASE NOTE CTF WILL BE MONITORING THE CDC and ILLINOIS DEPARTMENT OF PUBLIC HEALTH RECOMMENDATIONS DAILY. IF A FACILITY CLOSURE WERE TO OCCUR, WE WILL SEND OUT NOTICE VIA EMAIL, ROBO CALL, and WRITTEN MEMO.***

Since the Coronavirus has spread to multiple areas in Illinois, CTF will implement the following crisis plan immediately:

1. Van drivers are our first line of defense, if a van driver observes an individual not feeling well he/she can refuse to accept him/her on the van.
2. Any individual that presents symptoms of an illness at a day program site, he/she will immediately be isolated from the general population. Staff will call primary caretaker for an early dismissal. At this time, we expect the individual to be picked up within 30 minutes. We will not be tolerant of a late or no pick up. We will consider this to be an OIG reportable action. **NO INDIVIDUAL WITH A FEVER WILL BE TAKEN HOME ON A CTF VAN WITH OTHER RIDERS.**
3. If we receive word that a staff or individual tests positive, we will immediately inform all primary caretakers via written letter and ROBO call if applicable.
4. We have suspended all community outings for day programs and CILA homes until further notice. We will refund all unused outing money.
5. In addition to the current postings, CTF staff will provide information on daily handwashing instructions and encourage good hygiene.
6. CTF is taking additional steps throughout the day to sanitize common areas such as, but not limited to, light switches, door knobs, vehicles and work stations.
7. We highly recommend that anyone who is considered to be of high risk to stay home until further notice.
8. We are screening all visitors via the Illinois Department of Public Health screening tools prior to engaging with any staff or individuals.

PLEASE TURN OVER FOR FURTHER INFORMATION

All primary caretakers also have a responsibility to CTF ILLINOIS:

1. If the individual we support is known to have come in direct contact with someone who has tested positive for the Coronavirus, you must keep this individual home for the entire CDC recommended timeframe and call your case manager/QIDP to inform.
2. If the individual attends our programs and tests positive for the Coronavirus, call your CTF ILLINOIS case manager/QIDP as soon possible. If this individual lives in a group home or other family member attends a CTF program, all housemates may not attend for the entire CDC recommended timeframe.
3. Have a plan in place for an early dismissal phone call at any time, one must be within 30 minutes from the individual's facility/day program.
4. Reinforce good hygiene habits at home so these habits are carried over at the day program.
5. Due to the many people we serve who may not be able to identify or express symptoms of illness, we encourage you to take a person's temperature every morning prior to attending the program.

For all CTF staff and individuals in which CTF supports who have a fever or are diagnosed with the Coronavirus:

1. Anyone (listed above) who is diagnosed with the Coronavirus along with all housemates will not be allowed to return to a CTF day program for a minimum of 2 weeks and without clearance from a medical doctor.