

March 12, 2020

Dear Staff and Family Members,

Your health and safety remain our highest priority! We just want to again assure you that we at AABR are staying informed and are receiving guidance from OPWDD, NYC and State Departments of Health and the CDC. We are closely following their recommendations. We are taking preventive measures, specific to our agency and population, to protect our employees, individuals and learners to maintain a healthy work environment.

- As of today, there are NO plans to close facilities or services.
- We have updated our website www.aabr.org to include a section for COVID 19 information and communication. Please visit our website for important updates and links to relevant information.
- We have increased our cleaning efforts in each of our residences and our vendor has completed and/or scheduled deep cleaning and disinfecting of the main offices, NYCLI, Weldon Hall, Wellington Hall and Chances sites. Our own facility staff are continuously sanitizing high touch areas of each facility throughout the day.
- Our transportation vendor has provided documentation of their completed and ongoing action plan for disinfecting transport vehicles (see link in Resources section www.aabr.org).
- We have been in touch with all our vendors and suppliers to ensure our facilities are stocked with necessary items.

Staff have received training and guidance in our action plan including:

- Scheduled and documented facility cleaning and restocking of cleaning supplies;
- Routine handwashing of our individuals and hand over hand washing for those individuals that require assistance;
- What to do if any individual or staff member at any time appears ill or is experiencing unusual behavior for them;
- Communication plans for reporting sick individuals and staff persons;
- Isolation procedures for ill staff or individuals;
- Daily temperature and symptom check of individuals and monitoring of new fever and/or respiratory illness;
- Screening visitors in advance and upon arrival for fever or signs of an acute respiratory illness (see official guidance from OPWDD and NYC DOH on our website at www.aabr.org);
- Limiting community inclusion to activities where large groups are not prevalent;
- Social Distancing including but not limited to:
 - Limiting the number of people in congregate area's to under 20 people
 - Arranging beds so that individual lay head to toe (or toe-to-toe)
 - Staggering meal times.
 - Reducing the size of group activities.

We continue to practice general infection control techniques and are assisting people we support in doing the same by:

- Promoting proper hand-washing techniques;
- Providing hand sanitizer;
- Covering one's mouth and nose with a tissue or sleeve when coughing or sneezing;
- Redirecting everyone from touching their eyes, nose or mouth.

We request that if anyone feels sick or manifests symptoms of illness – coughing, sneezing, shortness of breath, fever – they should stay home and call their doctor.

We ask that all visitors to any of our facilities/programs who may not feel well and have any symptoms of illness DO NOT visit. **All visitors will be screened prior to entrance to any of our facilities.** If people visit and are showing symptoms, they will be turned away.

We do not want to offend anyone, but all people entering one of our programs will be asked to wash their hands or use hand sanitizer upon arrival.

As always, our priority is the health and safety of all members of the AABR community.

Sincerely,



Libby Traynor, LCSW
Executive Director
AABR, Inc.