

For people with intellectual
and developmental disabilities

Pandemic Illness Policy

The Arc Arapahoe & Douglas Counties takes our responsibility for the health of our community seriously and will take all steps we deem necessary to reduce the transmission of disease.

A pandemic occurs when a new bacteria or virus strain emerges and spreads easily from person to person. Because the virus is new, the human immune system has no pre-existing immunity. The immune system's inability to recognize new virus strains is why pandemics have been so devastating in our history and will continue to impact people in the future. In the event of a pandemic illness, The Arc Arapahoe & Douglas Counties will continue to serve children and adults with disabilities and their families to the best of our ability without increasing the risk of exposure to our community.

We will focus on communications provided by organizations such as the Center for Disease Control (CDC) and the World Health Organization (WHO) in order to ensure we are taking thoughtful, appropriate measures versus a reactive approach based on the latest media cycle.

We will take a **calm, cautious approach** as we review and implement appropriate measures to protect our employees, constituents and business partners and minimize the disruption to all.

The Arc Arapahoe & Douglas Counties will continue normal business operations, however, depending on where exposures are occurring, staff may work from home or take paid time off to decrease the possibility of exposure to the pandemic illness.

Stage 1: Don't Worry, Be Smart

All Employees and Guests in the Building shall:

- clean their hands often by washing with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer with 60%-95% alcohol;
- avoid touching your eyes, nose, or mouth with unwashed hands;
- cover coughs or sneezes with a tissue, then throw the tissue away;
- clean and disinfect objects and surfaces;
- stay home when sick, avoiding close contact with others. If you have a fever, you must stay home until fever free for 24 hours without the aid of fever reducing medicines;
- if a staff member or visitor to our building has been tested for the virus and that test has come back positive, the staff member or organizer of guests must inform the Executive Director or Operations Manager by email, text or voicemail within 24 hours.
- avoid shaking hands with others;
- all staff and guests should discuss concerns about events and daily travel with their healthcare provider. Older adults and individuals with chronic medical conditions may be at risk for more severe disease.
- After using our building, all visitors will be asked to wipe down all doorknobs, tables, kitchen surfaces, faucets and bathroom surfaces in the areas that they have used with cleaning supplies provided.

Stage 2: Extra Precautions

The Executive Director or their designee shall determine when Stage 2 precautions become mandatory. This will include:

- All employees and especially older adults and those with chronic medical conditions should use webinars and/or phone to attend large group events.
- All staff will increase cleaning and disinfecting of the office, by disinfecting all handles, switches, community spaces and surfaces. Staff will record the date and time on the log sheet provided in the copier area.
- If a staff member or visitor to our building has tested positive for the virus, the building will be closed for 48 hours so that CDC recommended cleaning and disinfecting can be accomplished.

Stage 3: No Unnecessary Events

The Executive Director or their designee, shall consult with the Executive Committee of the Board of Directors to determine when Stage 3 shall be implemented.

- The Operations Manager shall cancel all group events.
- The Operations Manager shall close the building to all visitors
- The Executive Director shall cancel all exterior presentations, classes, meet and greets and meetings.

Stage 4: City/State Mandated Quarantine

- Self-Explanatory

March 2020