Good afternoon.

There have been multiple questions coming from various teams regarding what is acceptable conduct during shelter in place orders. We would like to provide some clear guidelines.

While isolating ourselves we can continue to venture out and do things that are essential to maintaining health and safety (picking up medicine, seeing a doctor for urgent matters), getting necessary household supplies including food for the program and pets within that program.

So, to be specific:

- 1. Obtain essential medication such as Tylenol for a fever, cough medicine, etc. This should only be done by one staff and not with supported persons;
- 2. Obtain essential supplies e.g. paper towel, hand soap, laundry detergent and toilet paper. Additionally, this is to only be conducted by one staff and not with supported persons;
- **3.** Obtain essential groceries. No time to be picky. Get what is available and avoid going to multiple stores to find preferred items. Staff only, no supported persons should accompany you;
- 4. Although the government left them open, it is probably a best practice to not visit drive thrus or pick up takeout. However, if there is a greater risk in <u>not</u> going thru a coffee drive-thru, for example, with someone who lives at Janetville, or in <u>not</u> getting take-out, with someone who lives at Reach, then you should do these things. Similarly, there are people who are calmed by going for a drive. That too is ok, when it is necessary. But obviously, you should remain in the vehicle, do not use the restaurant bathroom, and otherwise take common sense precautions;
- 5. Effective immediately, people are no longer to conduct mail runs to the offices;
- 6. Should people need a break from being inside the house, they should be encouraged to use the great outdoors. Be mindful to stay away from public spaces i.e. parks and remain 6 feet (2 arms lengths) away from all other persons.

All programs are required to have a single entry point if possible. Hand sanitizer must be present at the entry along with screening forms. Should you require more hand sanitizer for your entrance please let your Manager know so they can arrange delivery.

Also, my message last night indicated that night that we would be cancelling the visits of various contractors. That is being acted upon but a clarification is necessary. Having reviewed the hierarchy of risks, we have determined that we need to have Jackson's continue their well water testing at each of the six sites that have wells. Upon entering, he should be screened, presented the hand sanitizer, and allowed to go about his business. Taps, etc. should be sanitized after his departure.

Dyson Fire Equipment should be allowed in too, with the same precautions exercised, if there are issues with our fire systems. Other things like a broken lift or wheelchair will necessitate other exceptions.

Take care everyone.

Glenn

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