

May 13, 2020

As we all anticipate moving into Governor Holcomb's *Back on Track Indiana Plan*, we look forward to seeing familiar faces again as soon as possible, while keeping the health and safety of all individuals as a top priority. Bona Vista has finalized the agency "Return to Services" plan, and we will begin rolling it out on May 18.

As an essential healthcare provider, Bona Vista continues to discuss how best to respond to *the Back on Track Indiana Plan* for all programs and services. To prevent the spread of COVID-19 during our multi-level phase in plan, Bona Vista Programs, Inc. will keep the health and safety of all persons served and staff at the forefront of all decisions made as we continue to navigate the COVID-19 matter. We will communicate information on plan changes, as often as necessary, but no less than bi-weekly, as we implement measures and institute safeguards to ensure a safe environment to reduce the spread of COVID-19.

Listed below is a tentative schedule on dates Bona Vista will begin reopening services. At any time, the President can reduce or increase the speed at which we are reopening based on the health and safety of persons served, staff and community partners.

Each program area will implement individually specific plans within each phase as described below.

General Plan Phase Guidance:

- Phase 1 – May 18 through May 31
- Phase 2 – June 1 through June 14
- Phase 3 – June 15 through June 28
- Phase 4 – June 29 through July 12
- Phase 5 - July 13 through July 26 (if needed)

Agency protocols remain in place as follows:

- Prohibiting in-person meetings and encourage the use of virtual meeting platforms
- Limiting the size of in-person gatherings and meetings based on the following schedule:
 - 25 people or fewer
- Employees should avoid sharing workstations or equipment
- Temperature checking/screening question protocol at each location, used by staff that serve children, adults or families in the community or at home setting, and in each Community Living and Group Home site
- Hand sanitizing and handwashing protocol in place at each location and in each Community Living and Group Home site
- Disinfecting/cleaning protocol
- Use of PPE
 - Face Masks: Every employee is required to wear a mask while working a direct care shift within any program

- All non-direct care staff are also required to wear a mask if they are not working in a space where they are the only person in that area (for example, their individual office and/or if they telework)
- If you are working in a building where you are around other staff due to necessary daily work assignments, you must wear a mask regardless of distance or frequency when not isolated

As we continue to work through the *Return to Services* plan, we are working toward the return of Adult Day Services within phase two, tentatively planned for June 1. Discussion will continue on how to best lift current restrictions over the next six to eight weeks within all programs, but specifically Community Living and Group Home sites.

NOTE: Plans may need altered for alternate sites or departments. Department leadership is to maintain, monitor and update necessary changes specific to their department plan.

Phase 1, May 18-June 1

- Keys for Kids Preschool
 - Reopen with protocols in place
- Early Head Start
 - Remain closed
 - Teleservices extended
- Outpatient Therapies
 - Teleservices extended
- First Steps
 - Teleservices extended
- WorkForce Diversity
 - Teleservices extended
- Pre-ETS
 - Teleservices extended
- Adult Day Services
 - Current restrictions extended
- Community Connections
 - Current restrictions extended
- CHIO/PAC/RSPO
 - Current restrictions extended
- Behavior Management
 - Teleservices extended
- Wellness
 - Teleservices extended
 - Face to Face services as deemed necessary by IDT
- Community Living (RHS)
 - Addendum with additional information to be sent separately by Vice President, Community Living and Residential Services
- Residential Services
 - Current restrictions extended
 - Addendum with additional information to be sent separately by Vice President, Community Living and Residential Services
- Alternate county services
 - Miami county Ivy Tech location, current restrictions extended through June 1
 - Cass county services, current restrictions extended through June 1

Thank you for your patience during this COVID-19 matter. Additional communication pertaining to specific departments and services will be provided through various communication sources over the next two weeks. Department staff will initiate contact with persons served and families to share plan information and discuss individual needs moving forward.

The entire Return to Services plan can be accessed on our website at bonavista.org.

#CaringThroughCOVID

Sincerely,

Brianne Boles
CEO/President