



MEMO

Date: July 6, 2020
To: Bona Vista Staff
From: Brittnee Smith, Senior Vice President
Re: Extension of Phase 4

With Governor Holcomb's extension of the Public Health Emergency until August 3, 2020, Bona Vista shall remain in Phase 4 through July 17, 2020.

The state has also issued a "Mask Up Hoosiers" campaign.

"Indiana is slowly reopening for business, but the fight against COVID-19 is far from over. Wearing a face mask is one of the simplest, most effective ways to slow the spread of the virus, but we need everyone to do their part to keep our state safe. That's why we are asking all Hoosiers to mask up — and speak up about how wearing your mask can save lives."

Bona Vista will continue to support this initiative by continuing to wear masks, as well as social distancing and handwashing/ sanitizing, under current protocols:

- **Immediately upon entry to any building, community living, group home or leased space where BV conducts services, a mask must be worn and hand sanitizing and temperature checks must be performed**
 - Masks should be worn in any building at all times, including the hallway, restroom, copy room, conference rooms, shared spaces, etc.
- Prohibiting in-person meetings and encouraging the use of virtual meeting platforms
 - If in-person meetings are essential, we are limiting the size of meetings to 25 people or fewer
- Employees and persons served should avoid sharing workstations or equipment
- Disinfecting/cleaning protocol in effect
- Social distancing discs being utilized
- Employees and persons served should remain home if they are sick

If you have any questions or concerns, please call the **program Vice President** or the main agency at 765-457-8273.

As always, our plans are subject to change. Pertinent information will be communicated by the CEO/President, Brianne Boles if necessary. #CaringThroughCovid