

MEMO

Date: March 11, 2020
From: Brianne Boles, CEO/President
Re: **Coronavirus (COVID-19) Agency Update**

As you are aware, the coronavirus (COVID-19) is currently a local, state and national concern. Bona Vista has elected to take several precautionary measures in an effort to reduce the spread of the Coronavirus and other serious illnesses. Communication will be maintained on an appropriate frequency as developments are identified and communicated to agency executive leadership.

We have been following a “flu protocol” cleaning schedule in all agency buildings and homes. We are concentrating on disinfecting areas that are used and/or touched frequently, such as light switches, drinking fountains, doorknobs, etc. Extra disinfectant wipes, cleaning materials and sanitizer has been distributed to all buildings, with additional supplies available as needed. Bona Vista is implementing a handwashing or hand sanitizing protocol upon entry into any building.

Departments will continue to follow agency protocol related to the identification of symptoms or illness of a child or adult. If you need an updated copy of current departmental policies on this topic, contact the program Director. Please keep your loved home if they are exhibiting signs of any illness such as a fever, coughing, sore throat, rash, vomiting, diarrhea, or earache. Children and adults exhibiting signs of illness will be sent home per standard policies.

We are encouraging frequent handwashing, as it’s one of the most important steps we can take to avoid getting sick.

Listed below are some additional recommendations from the Centers for Disease Control and Prevention to help prevent the spread of germs:

- *Stay home when you are sick. The CDC recommends that you remain home until you are “fever free” for at least 24 hours.*
- *Seek medical attention if you are experiencing symptoms that cause concern.*
- *Cover your cough or sneeze with a tissue, or by coughing into the inside of your elbow. Throw any used tissues away in trash.*
- *Avoid touching eyes, mouth and nose with unwashed hands.*
- *Clean and disinfect frequently touched objects and surfaces in your home.*

We will continue to consult with local and state partners and follow their recommendations on the spread of the coronavirus. We are committed to the health and safety of our persons served and staff. For more information on the coronavirus, you can visit <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Thank you for doing your part to keep Bona Vista healthy!