



To: All staff  
From: Jim Zache, CEO  
Subject: COVID-19 #13  
Date: May 18, 2020

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### **Stay At Home Order**

Nothing has changed for us. We have been and will continue to follow what DHS and the CDC recommend for our staff and clients. The Q&A's in the past UPDATES on our website [www.cclswi.org](http://www.cclswi.org) are still valid. *Some of them are:*

- Take and record your temperature at the beginning and end of your shift.
- Take and record the temperature in ECP of your clients throughout the day.
- Watch for signs and symptoms: [https://cclswi.org/files/client\\_coronavirus\\_symptoms\\_checklist.pdf](https://cclswi.org/files/client_coronavirus_symptoms_checklist.pdf)
- We do not allow visitors, guests, friends, family, vendors into our facilities. [https://cclswi.org/files/building\\_no\\_entry\\_sign.pdf](https://cclswi.org/files/building_no_entry_sign.pdf)
- If taking a client out for a medical appointment staff must wear a mask and should strongly encourage the clients to do so as well.
- Masks - see the article in this UPDATE.
- With some of our vocational centers talking about opening up clients will have to follow their guidelines. However, we will continue to strongly urge our clients to wear a mask while being transported to the worksite, wearing a mask while at the site, and wear a mask on the ride back to the program.

Let's stay with the best practices we have followed the past 8 weeks.

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### **Use and Conservation of PPE**

As discussed in previous updates, the ordering of PPEs and sanitizing supplies were temporarily centralized due to shortages with our regular vendors. Gloves, toilet paper, liquid hand sanitizer, and disinfecting spray are now more available, in limited quantities to programs through EZ Office Products and Concordance Healthcare Solutions. Programs should resume regular procedures for obtaining supplies. We will continue to monitor supply needs and look for alternate resources as needed. We do have disposable masks on hand and gowns are ordered and items will be distributed as needed. Please contact Kathie at the Watertown office for assistance for masks, gowns, or other PPE's that you are not able to order with regular vendors. Helpful guidelines on the conservation of PPEs can be found on the [CCLS COVID 19 page](#).

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### **Masks**

According to the Centers for Disease Control and Prevention (CDC), wearing a mask in public helps slow the spread of the virus that causes COVID-19. The following internal guidelines address the wearing of masks when at work.

*Cloth masks* – CCLS will supply cloth masks when available or staff may bring their own. If we do not have the cloth masks, we will provide surgical masks. Cloth masks should be routinely washed depending on the frequency of use. The general recommendation is that they are washed after every day of use. Machine washing or hand washing with regular laundry detergent is sufficient to properly wash a cloth mask.

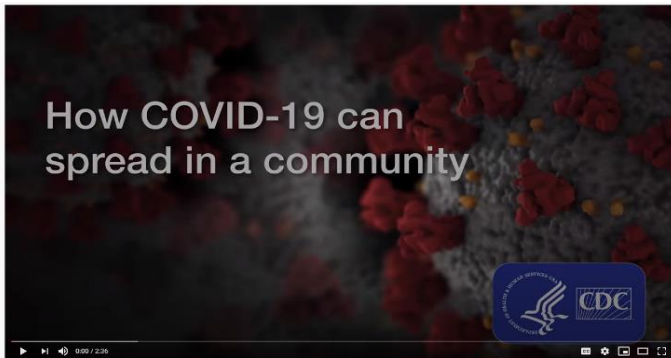
*Surgical masks* – It is our recommendation that staff wear 1 mask per shift. Surgical masks may be worn for approximately 8 hours unless otherwise soiled or contaminated. If the surgical mask is worn outside the program, staff should dispose of the mask at the nearest receptacle upon entry back into the home and wash hands.

*Wearing masks (for all programs)* – Staff are required to wear masks at all times when working in the program or out in the community. Staff are to encourage clients to also wear the masks both in the program and in the community.

*Wearing masks (for all offices)* – Masks are not required to be worn in the offices; however, office staff should have a mask available while at work. If an office staff chooses to wear a mask, it is their choice. If an office staff has had contact with someone who has tested positive for COVID-19 or with someone who is suspected of having COVID-19, the staff should contact their immediate supervisor. The staff will be required to wear a mask anytime they are within close proximity of others or when walking through the office.

These internal guidelines may be superseded by any State of Wisconsin mandates.

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### **Hourly incentives mix-up**

There was a mix up on some of your last paychecks. We added the \$3 incentive to both regular and overtime hours. The program was just for regular hours up to 40 hours each week. We will let the error go and those of you that did work overtime did receive time-and-a-half and the \$3.

Going forward we will adhere to the original program which for you to receive an additional \$3 an hour, for every hour up to 40-hours each week.

We certainly appreciate all that you are doing to help keep yourself and our clients-residents safe. The work you are doing is outstanding. There are still many questions about what procedures and practices will remain in place and what will change in the weeks to come. Please continue to read these UPDATES for future details!

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## Pay Date ALERT:

In order for us to pass along the Payroll Protection Program (PPP) funds, we need to pay you the money by 6/14. That means you will receive two paychecks back-to-back June 5th and the 12th. Then there is a THREE-week gap in-between paychecks. **Please look at the calendar so you're not surprised.**

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Important Information:

### Regular Pay Day

May 8, May 22, June 5, July 3

### Special Pay Day

June 12 – This is an early paycheck that replaces your June 19 pay date

### Direct Care Stipends Paid

June 19 – Stipends paid only to qualified Direct Care Workers – NO regular paycheck