



To: All CCLS – CLE staff  
From: Jim Zache, CEO  
Subject: COVID-19 Update #5  
Date: March 23, 2020

Governor Evers has ordered Wisconsinites to stay home. He is closing all non - essential businesses. CCLS will remain open **as we are an essential healthcare business.**

Watch this short message from the Governor:

<https://www.jsonline.com/videos/news/2020/03/23/stay-home-during-coronavirus-outbreak/2899573001/>

In this message you will see he is referencing non-essential workers, not us. CCLS employees are essential healthcare workers. Our Trainers will hold classes, our Recruiters will interview prospective employees. Each RDO will determine if an employee that works 100% of the time in one of our offices can work from home. PD's, PM's, AD's, Nurses will continue to work from whatever site they normally work from. Sometimes in an office and sometimes they work from a program. They should continue to work from where they have always worked. You are part of an essential service.

We will issue a letter on CCLS letterhead to each of you. The letter will have your name and home address. It will declare you are an employee of an essential healthcare business.

If at some point if you are asked to present the information you may have to present a letter like this. You should keep this letter with you as you do your driver's license at all times. Letters will be sent to your RDO's who will distribute them to you **early next week**. This is not a state or local requirement *at the moment*, but we are being proactive and anticipating a possible requirement like this.

#### UPDATED EMPLOYEE LOG

Remember to use the Health Log each time you begin your shift. Attached you will find an employee health log that is a single page for a lot of employees. This log replaces the individual page I sent out last week. Although this is Protected Health Information our insurance company says this is an exception.

# PREVENT COVID-19: START OF SHIFT DAILY EMPLOYEE SCREENING LOG

First Name	Last Name	Temperature Check (F°/C°)	Date/Time	New/Worsening Cough	Sore Throat	New Shortness of Breath	Runny nose/congestion	Fatigue/Myalgia	Fever-reduce meds w/in 24 hours
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
				Y / N	Y / N	Y / N	Y / N	Y / N	Y / N



[920.261.1345](tel:920.261.1345) | [www.cclswi.org](http://www.cclswi.org)

As a reminder:

### **VISITORS:**

Except for end-of-life situations **we do not allow any visitors, guardians, guests, family, friends** in any of our facilities. The signs I sent early last week were to have posted on all facility front doors.

### **CLIENTS TRAVELING OUT OF THE PROGRAMS**

As caregivers, we have to do what's in the best interest of our clients in all cases at all times. Please explain the best you can, to your AFH, CBRF residents, that they have to follow State and Department of Health and Social Services mandates. For CSL clients we should encourage them to do the same. The mandates are temporary, but they want everyone **to stay at home**. Explain there are no exceptions.

Examples:

Client trips to the grocery store or fast-food drive-through. Not allowed.

Client walks in the neighborhood. Allowed.

Meeting friends or family anywhere in or out of the program. Not allowed.

Sitting outside on the programs' porch or deck. Allowed.

Visiting with other members of the house. Allowed but caregivers should try to enforce social distancing.

Spending weekends with family. Not Allowed. This should absolutely be **discouraged with care**. We are requiring a temporary pause in the practice.

These are just examples and you know better than I what are realistic situations because each of your clients is unique and each situation is different. The bottom line is, **clients should not be outside of the programs**.

### **STAFF**

You are the front line caregivers in this crisis. You are an essential caregiver, just as emergency room and hospital staff are. I ask you to:

- Take care of yourself. Wash your hands often. Keep your hands away from your mouth, nose, and eyes.
- Clean surfaces in the programs often.
  - Use sanitary wipes
  - We will eventually just have a solution of bleach. 1/3 cup bleach per 1 gallon of water OR 2 tablespoons bleach per 1-quart water. This will give you a 1000+ ppm disinfecting solution. After cleaning the area with detergent, spray or wipe with surfaces with the disinfectant. Make sure to allow surfaces to fully air dry. Use kitchen gloves when using the solution.
- For those that order food for your programs:
  - With each weekly grocery, order add one quart of bleach, one pair of kitchen gloves. When you have 2 or 3 extras back off on this for a few weeks.