



To: All CCLS – CLE staff
From: Jim Zache, CEO
Subject: COVID-19 Update #6
Date: March 24, 2020

The nature of our business requires we have caregivers available for the individuals we support. As COVID-19 cases continue to grow in our communities, staffing our programs will become more of a challenge. As such, we will be making the following policy changes for all positions effective 3.22.20 and will remain in effect until further notice.

- The maximum accrual for PTO hours has been lifted. You may temporarily accrue PTO hours above the current policy limits.
- New PTO requests will not be honored for vacations and non-medical related days off.

Here are a few concerns that have come forward from some of your co-workers:

Concern #1: There seems to be some question about travel to and from work. Staff are wondering if they need to produce proof that they are an “essential worker.”

Situation for #1: You do not. At the moment there are no plans for the government to have checkpoints for people to cross. At the moment the law does not allow anyone to pull you over, without cause, to ask why you are traveling. If you are pulled over (say for speeding) you DO NOT have to provide papers, letters or proof that you are an essential worker. You just tell them where you work and what you do.

Concern #2: We have a few employees in Illinois that are concerned about travel to Wisconsin. Their Governor, J.B. Pritzker announced Monday a "lockdown" for all non - essential business that goes into effect this Saturday. When we hear lockdown, we think that means we cannot travel. That is **not** what the Governor said.

Situation for #2: The Governors of Illinois's lock-down orders have exceptions:

- a. People may travel to go grocery shopping
- b. People may travel to go to obtain medicine
- c. People may travel to go and exercise
- d. People may travel to do errands
- e. People may travel to who work in essential business

ANY of these are acceptable reasons to travel in Illinois during the Governors "lockdown".

UPDATE REMINDER:

Clean surfaces in your programs often. Tables, doorknobs, TV remotes, chairs,

- Use sanitary wipes but they are in short supply. Bleach works as good if not better. Remember a little goes a long way.
 - **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.
 - A fellow employee wanted me to remind you to **dispose of your solution after 24 hours.**

As mentioned, no one needs a letter or proof of where you work. However, to be pro-active CCLS is producing a letter for each of you. It will have your name and address, why you are an essential worker. We will send them to you next week, via the U.S mail to your home address. Carry the letter with you. Again, at the moment, you do not need these letters.

Wisconsin Governor Evers has also issued an order. The order will mean "no sleepovers, no playdates, and no dinner parties with friends and neighbors." People can go outside to walk their dogs but should eliminate non-essential travel and "should limit your travel to essential needs like going to the doctor, grabbing groceries or getting medication." Workers providing essential services will still be allowed to travel to and from work.

Thanks for sharing your concerns with your supervisor. Continue to do so. As you can see, they pass them along to be shared with all of your co-workers. We have established a dedicated email address for any COVID-19 related questions: covidquestions@cclswi.org.

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What are you doing to pass the time with our clients? Share your ideas. Send them to COVLDSBBfssCCLS@cclswi.org and we will share them in the next update!
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