



To: All CCLS – CLE staff
From: Jim Zache, CEO
Subject: Concerns Update #7
Date: March 26, 2020

Early next week you will each receive a letter with your name and address on it that indicates you are an **essential worker**. The letter explains what service our company serves and what role you have in those services. If you don't receive a letter by next week Thursday, please let your supervisor know.

The days can be long with everyone staying in their programs most of the day. Share Your Day! Send us photos of things you are doing to pass the time. Games, art, activities? Share anything you'd like. A photo release for any clients in your pictures is on the next page. Please send them to Samantha.Morateck@cclswi.org.

We would like to share some questions and answers we have received in hopes that *some* of these are questions are the same ones you have been wondering about. If you have questions send them to COVIDquestions@clswi.org.

We will share the questions and answers with your co-workers:

Q: How can we assist more independent clients to understand they need to stay home and follow Safer at Home orders?

A: RN's can be utilized to explain the need to limit contacts with others, maintain 6 ft distance from others, limit contact for the day to 5 contacts, follow handwashing and disinfecting guidelines.

Q: What is CCLS doing to reduce the number of contacts in the home especially based on the CDC recommendation for 5 contacts in a day?

A: Visitors are not allowed, and the building signs sent out on Monday, March 16 should be on the front door of every program. Standard Precautions is the recommended standard for all staff and follows CDC guidelines. In particular, hand washing for 20 seconds is preferred over vs. using hand sanitizer. If we are not providing personal cares in programs and facilities, a 6ft distance should be maintained and those not providing direct care should limit presence in the programs. If you are sick, stay home.

Q: Can you clarify the most recent recommendation regarding 5 contacts per day?

A: It was noted the 5 contacts per day is in your personal lives and refers to total contacts with others. It is suggested that furniture placement in the homes should follow the 6ft distance protocol.

Q: What can be used for cleaning electronics without damaging phones, keyboards, thermometers?

A: A paper towel can be sprayed with a disinfecting solution or a wipe as long as it is not saturated. It will disinfect without damaging the equipment. Be sure to replace any bleach solution you have made every 24 hours.

Q: What about safely handling groceries and other items purchased at the store?

A: It is recommended that wipes and sprays to be used on items or packages and anything it has touched like a grocery bag or countertop. Hand washing is recommended and washing hands before and after handling items and before and after eating is recommended.