



March 13, 2020

To ODDS Providers:

ODDS is dedicated to ensuring the health and safety of the people we serve. We want to share an example of a communication we adapted from one of our providers that offers Day Support Activities that was sent to the people and families in their services. This situation with COVID-19 is unfolding quickly and the risks for people with intellectual and developmental disabilities are high. We encourage you to adopt something similar to make sure you are communicating to the people you serve and their families. Thank you.

Hello **[Provider Name]** Family and Friends,

As you know, a respiratory illness, called COVID-19, has been spreading in Oregon and other places in the world. Here is what you need to know regarding your **[Provider Name]** services and COVID-19 (novel coronavirus):

- If you are coughing, wheezing, have a fever, or experience shortness of breath, please do not attend **[Provider Name]** 1:1 or DSA activities. Please **call your Lead to cancel as soon as you experience symptoms.**
- If a housemate or family member in your home is showing any of the above symptoms, we expect that participants **disclose this immediately to their Lead before 1:1 and DSA appointments**
- Please note that in response to this outbreak of COVID-19 **[Provider Name]** **may need to make in-the-moment changes to 1:1 lesson plans** (including location of service) **and its DSA event plans** and participants are expected to comply with the changes made in order to protect the health and safety of all.

[Provider Name] is expecting all participants in our 1:1 and DSA programs cooperate with the following to maintain admittance in the programs during this time:

- a. **Handwashing** will be expected before leaving EVERY location/destination.
 - b. **Face touching** will be strongly dissuaded. Participants are requested to use tissue whenever they need to touch their face and expected to wash hands after.
 - c. Participants are strongly encouraged to direct sneezes/coughs into elbows or into shirt collars. If participants cannot reflex that quick, they will be asked to stay at least six feet away from all others and expected to wash hands after coughs and sneezes.
 - d. Participants may be asked to stay about **six feet away** from others who may begin coughing or sneezing.
 - e. Participants **may be asked to leave 1:1 appointments or DSA events** if they begin to show signs of illness. In such an event, parents/primary caregivers/guardians may be asked to retrieve participants if they cannot be transported by [Provider Name].
 - f. Providers will have sanitizer, masks, and gloves for use at work and disinfectant wipes for use on cars. Participants are not allowed to use or touch these **PPE/preventive products** unless specifically directed to do so.
2. [Provider Name] has been given permission to screen participants for signs of illness (and COVID-19) and deny services as needed for health and safety reasons.
 3. [Provider Name] is limiting or removing use of public transportation from our DSA and 1:1 events in March to the extent possible.
 4. Here is a link to the CDC information on COVID-19.
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 5. Here is a link to informational materials from the Oregon Health Authority to help educate the public about how to prevent the spread of flu viruses in general.
<https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/DISEASESAZ/Pages/emerging-respiratory-infections.aspx>
 6. ODDS has been developing its own resources and materials specific to the needs of its staff, case management entities, providers and individuals and families. To make it easier for you get the latest information from ODDS, they have created a webpage.

<https://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/ODDS-COVID-19-Information.aspx>