



June 4, 2020

Dear Parents, Guardians and Caregivers,

I'm sending this important note to bring you up-to-date with key information as we continue to adapt and move our Cape Abilities mission forward during this COVID-19 coronavirus crisis.

As an organization, we are aligning our re-opening plans and guidelines with the multi-phased reopening plans and guidelines set forth by the Office of Governor Baker and our related state agencies. Based upon the most current information, ***we are working toward a re-opening date for our Day Program locations of no earlier than July 7th, 2020.*** Our day programs are included in this plan, and we are expecting to hear more about this Phase Three plan from the governor's office this Saturday, June 6th. If this changes any of our dates or plans, we will notify you.

When we begin reopening our Day Program locations, we will not be able to bring back our full participant group. As of this letter, we are planning to re-open at reduced capacity so that we re-open in the safest manner possible for all. This deliberate approach to assure safety measures by limiting attendance and controlling member density will align with the most up-to-date guidelines and information for physical distancing as directed from the Massachusetts Department of Public Health, Centers for Disease Controls and state and local agencies and officials. In addition, we will continue virtual programming for participants that are not immediately able to physically attend programs.

In addition, we have developed stringent health, safety and hygiene procedures and guidelines (i.e. daily temperature checks, social distancing protocols, daily cleaning, etc.) that will be adhered to when we re-open on July 7th. (Please see the attachment below that provides a review of these detailed procedures.)

As we align with the state's multi-phased reopening plan, we understand their revised guidelines could effect and change our re-opening plans. Please rest assured that we are trying to be as proactive and communicative as possible in this decision-making process, while also ensuring that the health, safety and well-being of all individuals we serve and our staff remains our top priority.

In the coming days you will receive a personal call from a Cape Abilities staff person to address any specific needs or concerns, so we can provide personalized services that best meet your participants needs. In the meantime, please feel free to contact our Chief Operations Officer, Leah LaCross, at llacross@capeabilities.org , with any questions or concerns.

Please be safe,

My best,

A handwritten signature in black ink, appearing to read 'JS', with a stylized flourish at the end.

Jonathan Sproul
President & CEO
508-778-5040 x864
jsroul@capeabilities.org



**Safety Measures for Re-Opening of
Cape Abilities Day Habilitation Operations
July 7th, 2020**

All participants will have to confirm before entering any Cape Abilities transportation vehicle:

- No temperature over 100.4
- No known illness, cough, sneezing or temperature
- No contact with someone with Covid-19 in the last 14 days
- No foreign travel in the last 14 days

All participants will have their temperature taken on arrival to any Cape Abilities program location and any member with a temperature over 100.4 will be immediately sent home.

All participants' families and guardians will be made aware of the following important steps:

- 1) Van drivers to get assessment screen signed by parent/guardian/ residential staff prior to individual getting on the van.
- 2) All members to have their temperature taken prior to entering the building.
- 3) If member has fever >100.4 or any signs of respiratory illness they will be taken to the isolation room, if possible open window for ventilation.
- 4) Ill member will be given appropriate PPE (KN95, and face shield. Nursing to immediately contact responsible party to pick up. -Staff to remain with individual if needed with appropriate PPE)- Member will NOT be allowed to return to program until they have been evaluated by their PCP and follow the guidelines.
- 5) Members to bring lunch in disposable brown paper bags- no lunch boxes.
- 6) Members to bring in own disposable silverware. CA will order utensils in individually wrapped packaging.
- 7) Limit heat up lunches
- 8) Only staff to use the microwave if needed.
- 9) Members to give staff lunch boxes to put away upon arrival to program.
- 10) Members to wash hands immediately upon entering their designated room-all activities unless outside should be limited to the one room.

- 11) Members and staff will be "assigned" to one room to reduce the risk of cross exposure.
- 12) Members will have assigned seats with their names taped on. (Separated by 6 feet)
- 13) Members should be encouraged to use the bathroom in the area that they are assigned to unless they have an urgent issue.
- 14) Bathrooms will need to be cleaned and disinfected in between each use.
- 15) Vans will be cleaned after each use.
- 16) All common areas will be thoroughly cleaned and disinfected at the end of each day and more frequently in high touch areas.
- 17) All hallways will be one way.
- 18) Rooms will have social distancing markers on the floor near bathrooms and sinks.

Of Note: *Even with these detailed steps in place, any public location where people are present provides an inherent risk of exposure to COVID-19 and, therefore, we cannot guarantee that any and all participants will not be exposed.*

