



Update – March 17, 2020

2 p.m.

Update for those accessing our on campus programs:

- 1) We will be checking temperatures of anyone entering our buildings (at the door) until further notice. This includes staff, caregivers, and program enrollees.
- 2) Please let us know by phone if you are electing to stay home/not come to DCO; and if possible, let us know the duration of your absence. This helps us with appropriate staffing;
- 3) No visitors. This includes anyone who is not employed by DCO or currently enrolled in one of our programs (or their caregiver).

Thank you for your patience and understanding.

Official Memo – March 13, 2020

2 p.m.

The well-being of your loved one and our staff is always top of mind for us at DCO. With concerns about the Coronavirus (COVID-19), we are taking steps to help protect the health and safety of those we serve and our staff, while continuing to provide the best possible service.

First and foremost, DCO continues to adhere to licensing standards placed forth by state and federal entities (i.e. Health and Senior Services, Health Department, etc.). This includes sanitation of all hard surfaces and hand washing guidelines.

Some other steps we are taking include:

- DCO is suspending all non-essential guests from visiting our campus/programs. That includes public tours.
- DCO has contracted with Bixler Corporation for a special sanitizing cleaning treatment. This will take place after hours on March 16 (Hailey Center and Admin) and March 18 (O'Reilly Family Center); (Employment offices TBA). Staff will be aware of any additional requirements before sanitation.
- Additionally, deep playground sanitation will be provided very soon.
- Hand sanitizing stations will be made available for parents/caregivers/staff at entrances. Please use them.
- Disposable wipes are provided and staff are wiping down hard surfaces on a regular basis, as well as using the three step sanitation guidelines that are always followed per licensing regulations on a daily basis.

- Staff are being cross-trained so programs/services can continue seamlessly in the instance of prolonged absence.

We understand that there may be special circumstances that influence your decision to participate in our programs/services. At this time, we are *honoring our policies and procedures*.

Current Policies State:

Families/Caregivers in ECCE: Each child is allowed up to 10 days of time off per calendar year, without penalty.

Families/Caregivers in Adult Programs: No penalty for absence.

DCO First Steps: Therapies will continue as usual unless otherwise rescheduled.

DCO Staff: Please review DCO's sick leave policy (10.6) in the handbook.

As always, we are asking all clients and staff to **stay home when sick**. DCO staff are washing hands often with soap and water, following washing guidelines from the Health Department. Those in our care are also being reminded and/or monitored to ensure safe hand washing practices.

In the instance that DCO is aware of someone on staff or enrolled in one of our programs testing positive for the virus, we will contact the health department immediately for further guidance. According to the Americans with Disabilities Act (ADA), confidentiality will be maintained if a client or staff tests positive for COVID-19.

We will continue to monitor the situation closely and will make additional adjustments as needs arise. Rest assured we are putting measures in place to help take care of our employees and everyone involved with DCO so we can continue to best serve you.

We thank you for being part of DCO, and we are proud to serve you.

Sincerely,

DCO Administrative Team and DCO Board of Directors

Other helpful resources:

www.cdc.gov/coronavirus

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/talking-with-children.html>

<https://www.springfieldmo.gov/2853/Health>

Cleaning Tips (per Springfield-Greene County Health Department)

Clean dirty surfaces with soap and water OR bottled ready-to-use cleaner first. Products that clean well include dish soap, Formula 409, OxiClean, and Windex. After cleaning, disinfect surfaces to kill the virus and allow to dry completely.

- For hard surfaces: use bottled disinfectants like Clorox Cleaner with Bleach, Lysol, or mix your own (1/3 c regular bleach to 1 gal water).
- For porous surfaces, use a disinfectant appropriate for material (see label). When doing laundry, wash according to label using warmest setting possible and allow to dry completely in a clothes dryer.