

March 3, 2020

Dear Parent/Guardian:

As you have seen in the news, COVID-19 or the Coronavirus has progressed in the United States and abroad in recent days. We are currently taking a variety of precautionary measures at this time and want to assure you that our goal is to keep all the individuals in our care safe, our employees and providers healthy, and to ensure the uninterrupted support to the individuals we serve. Coronavirus spreads in the same manner as other airborne viruses such as the flu or common cold.

Actions we are taking:

- Monitoring local, national and international information regarding the virus and keeping employees, providers, parents and other stakeholders informed;
- Meeting as a leadership team weekly to monitor, plan and react to any impacts to IPPI operations, staff or individuals we serve,
- Updating and reviewing our Continuation Of Operations Plans (COOP) to prepare for any larger outbreaks in areas where we serve the community;
- Training and retraining employees on Universal Precautions including commonly known steps to stop all virus transmissions; and
- Training and communicating with managers to be prepared to address employee concerns and situations.

Actions you can take:

- Wash your hands regularly with soap and water or with an alcohol-based hand rub.
- Clean surfaces and object (e.g. phones, doorknobs, light switches) with disinfectant regularly.
- Cover your mouth when coughing or sneezing, within your elbow.
- Dispose of used tissues immediately and wash your hands.
- Keep your hands away from your face (eyes, nose and mouth) as much as possible.
- Encourage family members and others you come in contact with to follow the same guidelines.

If you spend time at an IPPI site (offices, residences, day programming, schools, etc.) or have routine home visits with an individual in our care, we ask you take these extra precautions:

- If you or any member of your household become symptomatic, contact the primary manager of residence/day program/school to alert them regarding symptoms.
- If you or members of your family have traveled to an area of the world where risk of COVID-19 is great or you suspect that you might be infected with COVID-19, please consider curtailing physical contact with individuals in our care, group home visits, day or school sites, etc. for 14 days (current CDC recommendation).

Precaution and planning are essential to keeping everyone safe and healthy. Thank you for trusting us with the wellbeing of your loved ones. We take this job very seriously, and are grateful for your partnership every day. We will continue to communicate directly with you as we have new information to share. Please, don't hesitate to reach out at anytime.

Sincerely,

A handwritten signature in blue ink, appearing to read 'L. Giramma', with a long horizontal flourish extending to the right.

Lou Giramma, CEO
lgiramma@ippi.org