



SERVING PEOPLE WITH DEVELOPMENTAL DISABILITIES

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March 16, 2020

**RE: COVID-19**

Dear Families and Guardians,

With the recent developments regarding COVID-19, there is much concern about how this affects LARC clients and staff, what steps we have taken, and how we communicate new developments and mandates. As a result, we have implemented a robocall and email system in which to keep families updated. We will provide more detailed updates via email and on our website, including measures implemented to reduce its spread.

First, please know that no one at LARC, staff or clients, are currently reporting or showing symptoms that would be cause for concern. Keeping everyone healthy and safe remains paramount.

As an update, here are some steps already taken:

- LARC staff received training on universal precautions and hand-washing.
- LARC implemented the CDC COVID-19 guidelines specific to direct support professionals.
- LARC staff were instructed to notify our 24-hour nursing staff should an individual be showing symptoms, who will ensure that proper protocols are followed in getting medical attention.
- LARC cancelled all non-essential medical visits and programmatic activities in the community.

As you know, our programs are licensed by the State of Illinois and provide direct service to a vulnerable population, many of whom are in our 24-hour care. Therefore, in addition to the recommended actions of the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO), LARC must also adhere to the guidelines and mandates set forth by the Illinois Department of Human Services (IDHS) and the Division of Developmental Disabilities.

On **Friday, March 13**, IDHS sent guidelines for CILA and CDS programs and we have implemented the following:

- Screening staff for temperatures at the beginning of every shift. Anyone with a fever will be further screened by a nurse, and if necessary, sent home until cleared by a medical professional.
- Staff will be taking the temperature of our clients at 7AM, Noon and 7PM.
- Limiting family visitation to the home, requiring families to schedule all visits in advance.
- Implementing protocol for home visits, requiring the individuals to stay for a period of 14 days without symptoms.
- Plans to handle a confirmed case of COVID-19, including the clients' limitation to physical space in the home.

For those families who wish to have their loved one home for a 14-day visit, please notify us of your expected time of arrival, and we will have the client meet you at the front door. Also, please know that medications for April will be available on Tuesday, March 31 at 3PM at the Lansing Office.

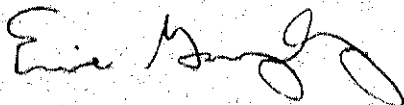
On **Sunday, March 15**, IDHS mandated the closure of all Community Day Services (CDS) effective Tuesday, March 17 and through April 15. This also includes its Supported Employment Program. As a result, all our workshop staff have been re-assigned to work in our CILA homes. LARC will reopen when we are confident there are no risks in doing so.

We have notified all our transportation providers regarding our CDS program closure. We have also notified all our employers that we will be unable to produce contract work or have our crews available during this time.

Finally, please know that we will continue to provide you with updates here via email, on the web, and also via telephone for those without email addresses; with all updates regarding COVID-19 and the health and safety of LARC's clients and staff.

As always, please feel free to contact me at (708) 474-1540 or via email at [EGonzalez@larclansing.com](mailto:EGonzalez@larclansing.com).

Sincerely,



Ernie Gonzalez  
Executive Director