

Date: January 27, 2022
From: President/CEO
To: All Staff, Persons Served, Parents, Guardians
Re: COVID-19 Protocols Update

In the ongoing effort to keep up to date with recommended COVID-19 protocols, and the latest medical data, and because Arc wants to protect persons served, staff, families, and all customers, please adhere to the following Covid protocols:

- If staff or persons served are manifesting any covid-like symptoms such as fever, cough, chills, fatigue, shortness of breath or difficulty breathing, muscle or body aches, headache, sore throat, severe congestion and runny nose, nausea, or diarrhea, that person will be asked to go home by his/her direct supervisor and will be strongly encouraged to get a covid test
- If staff or persons served choose not to receive a covid test upon leaving work or missing work due to the appearance of symptoms, that person cannot return to work until being fever-free for 24 hours without medication assistance (such as Tylenol, etc.), a fever is 100.4 degrees or higher; upon returning to work that person will have his/her temperature checked immediately upon entering the building or location
- If staff or persons served are on sick leave for positive covid, that person must be fever-free for 24 hours without medication help (such as Tylenol, etc.) before returning to work, a fever is 100.4 degrees or higher; upon returning to work that person will have his/her temperature checked immediately upon entering the building or location
- Facemasks must be worn at all times by drivers and by riders in Arc's INDOT funded 5310 grant vehicles; this is a federal government mandate
- Facemasks outside of vehicles and within Arc properties are at the discretion of the individual
- Facemasks must be worn for 5 days by clients and staff who have been vaccinated but have been directly exposed to someone with Covid in order to provide protection during a possible incubation stage of Covid, and so the person can be observed for any signs of Covid symptoms; any person who has been directly exposed to Covid is strongly encouraged to be tested
- Regular handwashing and sanitizing is required
- Social distancing is encouraged but not mandated; gatherings of four or more people in confined spaces should be avoided
- Shredding customer process remains in place; customers arrive at the back
- Client drop off and pick up remains in place; driver phones Arc upon arrival
- Back door will remain locked for client safety
- Clients may enter/exit the front door and use front bathroom facilities if necessary
- Client back bathrooms will continue to use one stall only until further notice

- Water fountains will be closed
- Recycling bins are allowed
- Client lunchroom seating is by choice, limited to four per table
- Regular cleaning and sanitizing of common areas will continue
- If staff or persons served have had direct contact with the virus and have no symptoms, he/she should wear a face mask for at least 5 days, self-monitor and be on the alert for fever, cough, shortness of breath, and other symptoms, and keep away from others
- Persons served who have not been vaccinated and have had direct contact with someone who has Covid-19, must self-quarantine for 5 days from the most recent contact, check your temperature twice a day, watch for other symptoms, and stay away from others, especially those considered high risk of serious illness and/or because of their age/medical condition; a person served may return to Arc after 5 days of quarantine if he/she is symptom-free; if desired, a Covid test should be obtained three to five days after initial exposure to Covid; per CDC guidelines, if a client has been vaccinated and is exposed to someone with Covid, the client does not need to quarantine and may continue to report to Arc, and that client will be monitored for symptoms for 5 days.
- Staff who have had direct contact with someone who has Covid-19, must report to work if they are not showing any symptoms, and for 5 days from the date of their last exposure to Covid remain six feet away from others, check their temperature twice a day, and wear a facemask; route drivers will continue to drive, wearing a facemask and keeping as much distance from riders as possible
- When someone tests positive for Covid, he/she must quarantine for 5 days from the day symptoms first appeared; if someone tests positive for Covid but shows no symptoms, he/she must quarantine for 5 days from the date of the positive test result

These Covid protocols are fluid and may be adjusted or updated as needed. If you have any questions about these protocols, please contact Arc. Participants can ask their Case Coordinator, Job Coach, Residential Staff, VP of Residential Services, the VP of Industrial Services, or the Sr. VP of Programs and Services. Staff can ask their direct Supervisor or the Sr. VP of Programs and Services. All other customers and stakeholders can contact Lindsay Swihart, Sr. VP of Programs and Services.

Thank You,
Jeff Patton
President/CEO