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March 12, 2020

TO: Consumers, Families, Guardians, Group Homes

FROM: Dave Lemanski 

RE: Coronavirus

As you all are aware, the Coronavirus is making headlines across the globe. At CRI, I want to let you know what we are doing to protect our employees and the people we serve.

1. No-touch hand-sanitizer stands are placed at main building entrances, break room areas, and both work floors.
2. Posters will be placed throughout the production facilities where large numbers of people congregate each day. These same posters will be emailed to other offices to be printed and posted. Hand-washing reminders will also be posted throughout the building.
3. All door knobs/handles at our main facilities will be cleaned daily to help stop the spread of any infection.
4. Training on proper and effective hand washing.

Contact your supervisor if you are ill and will not be able to attend work. Employees who appear to have respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day may be separated from other employees and may be sent home. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

Below are recommendations from the CDC:

1. Avoid close contact with people who are sick and stay home if you are sick.
2. Avoid touching your eyes, nose, and mouth.
3. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
4. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray.
5. Follow CDC's recommendations for using a facemask: CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19. Facemasks should be used by people who show symptoms of COVID-19 to prevent spread of the disease to others.
6. Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

If you have symptoms of acute respiratory illness, please stay home and not come to work until you are:

1. Free of fever (100.4° F, or greater using an oral thermometer), and
2. Free of signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

Thank you.

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