

June 5, 2020

To staff and families -

Thank you for participating in our procedures as we have worked to safely continue and expand our services under the restrictions relating to COVID-19. Last week our governor signed a declaration moving to phase II of the State's reopening strategy. As I stated initially, with our own phase I plan, we will expand services and reduce restrictions according to the advancements of local, state and federal recommendations. I am introducing Phase II of my policy in this statement and hope that you will agree that a controlled expansion of services is safe and appropriate at this time.

We will all continue to have varying degrees of concern over the potential risk of exposure and our decisions to agree or disagree with this policy are very personal to each family and will be respected. As you know, I am not a professional in the field of epidemiology and do not claim to have the answers. I am doing my best to present a safe strategy to allow ABA services to continue under less than ideal circumstances. If you prefer to withhold consent, we will prioritize your return to service when you are ready.

Most of the original procedures of phase I will remain intact. One main point of reduction in phase II is the restriction on behavior staff to limit client-family visits to one per day. I am lifting this restriction but will instruct staff to follow additional protective safeguards as they begin visiting two or more households in a day. In addition to the remaining safety procedures, I will require that all staff carry in their vehicle a fresh change of clothes to be used in the event that a client-event presents concerns of contamination with bodily fluids.

The following bullet-points summarize the procedures that have been presented to staff:

- * use hand sanitizer before entering each client home
- * use gloves as needed to handle items that may have contacted bodily fluids
- * use hand sanitizer and/or wash hands with soap during sessions as needed
- * use hand sanitizer and/or wash hands with soap when ending sessions
- * use sanitizing wipes to clean phones and other personal items that may be used in sessions
- * check temperature twice daily and cancel sessions if a temperature of 100.4 or greater is displayed
- * request that family members wash hands and/or use sanitizer before using phones or iPads to sign end-of-session verifications
- * Change clothes between client visits if contamination with bodily fluids is known or suspected

We will continue the practice of filling out a pre-session checklist for both staff and families. I am open to additional suggestions and will negotiate any restrictions or procedures that are agreed to by the staff supporting your family.

If there is anything you would like to discuss with me directly, please don't hesitate to call.

David