

November 20, 2020

Dear Chicago Commons Adult Day Service Employees and Families,

I want to thank you for your ongoing patience as we continue to navigate the challenges presented by COVID-19. As you know, Chicago Commons follows guidance from public health officials at the city and state levels to manage operations during the pandemic.

On Tuesday, November 17, Governor Pritzker issued new Tier 3 Resurgence Mitigations to combat the rampant spread of COVID-19 and to ensure that our hospital systems do not become overrun. The new tier aims to limit gatherings and encourages people to stay home to the greatest extent possible, while allowing some industries to remain open with proper safety measures and significantly reduced capacities.

Further guidance from the Illinois Department on Aging in consultation with the Illinois Department of Public Health has mandated a temporary suspension of all in-person adult day center services until further notice.

Given these circumstances and out of an abundance of caution for our seniors, who remain at an acute level of risk in congregated spaces, Chicago Commons will implement the following programmatic changes effective at the close of business Friday, November 20, 2020:

- **Temporarily suspend in-person operations of our Adult Day Service center in Bronzeville. Virtual Adult Day Services will be made available.**
- **Chicago Commons Adult Day Services Employees will work remotely and provide support to families via phone, e-Learning, and contactless support.**

At this time, our Early Education Centers and Home Care Program will continue in-person services to support the individuals, families, and communities we serve. We will continue to operate with health and safety protocols informed by guidance from public health officials, as well as provide our staff with personal protective equipment to increase safety during this time. Should circumstances or health and safety guidelines change, we will promptly notify you of any next steps.

In the meantime, we have included a Q&A section containing additional information for individuals impacted by this temporary program change and who to contact for more information. While we know we can't cover all questions in this letter, our commitment is to work with our partners and funders to cover wages and benefits for employees during this period of time and to support families needing to make alternative care plans.

As Thanksgiving approaches, please consider celebrating the upcoming holiday in a way that will not jeopardize the health and well being of your families and our communities. COVID-19 has disproportionately impacted black and brown neighborhoods – especially the communities we serve. Please continue following COVID-19 safety guidelines: wash your hands, wear a mask, socially distance whenever possible, and avoid gathering in person this holiday season with members outside of your immediate households.

Your cooperation will allow us to continue offering services in the future and also protect those we hold dear. As a reminder, we have also attached the latest guidelines from the CDC on how you can help reduce the spread of COVID-19.

Thank you again for your support and patience during these challenging times. **Should you have any immediate questions or need more information, please contact your center director.**

Take care and stay well,

A handwritten signature in cursive script that reads "Edgar Ramirez".

Edgar Ramirez
President & Chief Executive Officer

Questions & Answers

What does this mean for Adult Day Services Employees?

Chicago Commons Adult Day Services staff will work from home beginning Monday, November 23 with guidance on duties that will be forthcoming. Duties may include professional development, record keeping, program planning, and outreach to program clients. We will request center directors and other essential Adult Day Service staff members to support core operations to ensure that our centers are ready to run when the suspension ends. All employees will continue to be paid and receive full benefits during the suspension. The Adult Day Service Center will undergo a deep cleaning during this period. Please work with your directors to obtain resources to support telecommuting—cellphone stipends, laptops/iPads, etc.

Center/Program	Contact	Phone	Email
Adult Day Service	DeLizza Russell	773-373-5055	russeld@chicagocommons.org

What does this mean for Adult Day Services Participants?

On Friday, November 20, ADS will operate in-person programming. This will allow staff to work with program participants to collect critical information and create modified care plans (including nutrition, visitation, and other needs) during the period of remote programming. Our staff will be available to support program participants to prepare for this transition. When in-person programming can safely resume, we will notify staff and participants via text message, phone call, and/or our website www.chicagocommons.org.

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How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your mouth and nose with a mask when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The mask is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).