

March 13, 2020

Dear Staff:

I know many of you are anxious and concerned by the evolving COVID-19 (coronavirus) infection. The management team and health staff met today to create an action plan to respond to the ever-changing situation. It is always our first priority to keep everyone safe and healthy.

As of today, Friday, this is the plan—please continually check the website for updates, as things may progress over the weekend.

Last night, the Taunton School Committee met and made decisions regarding Taunton's response and we will follow their recommendations and guidance regarding any potential closures. As of today, there are no known cases in Taunton or Bristol County. If that changes, we will re-evaluate our plan.

We will continue to serve our community and follow normal operating hours and services, continue to practice our procedures and adhere to policies until we are told otherwise.

If anyone calls or asks you for updates, has concerns, or questions, direct them to the website in order to maintain a consistent message from the Agency. Remember children feed off your response to situations. If you are calm, they are calm.

- All Staff will not be able to attend any outside conference, workshops or trainings through March 30, 2020
- All extra-curricular events (Lucky to Love you Lunch, Outside guest readers, etc.) will be suspended through March 30, 2020
- Triumph will not host any outside meetings or events on any of its sites. Internal meetings will be held as needed.
- High School and other volunteers will not be in the buildings through March 30.
- All donations of used goods will not be accepted until further notice.

What can you do to help avoid the spread of Coronavirus other infectious diseases?

PRACTICE UNIVERSAL PRECAUTIONS as you have been trained. This situation is the perfect reason we are trained for this.

Do not come to work if:

- Respiratory problems (trouble breathing, coughing and shortness of breath)
- Fever
- Pneumonia or other related conditions
- If you have come in close contact with anyone who has tested positive for flu or COVID-19
- If you or someone you have close contact with has traveled out of the country or to high risk states in the last 14 days
- If you have been on a cruise ship in the last 14 days
- If you have had an extended hospital stay in the last 14 days

If you have a vacation planned that is to a high-risk state or country, or on a cruise ship, please contact Katie Matteson before you return to work.

All staff are expected to attend work in accordance with our attendance policies and complete all requirements of their jobs: i.e. change diapers, serve food, attend home visits, etc. while always practicing universal precautions.

If at any time, the situation changes and we are told to close, or there is an outbreak that would affect us, we would refer to the "Emergency Closure Policy" regarding pay and time off. If home visitors or FES need antibacterial soap or gloves to go on home visits, please see Katie Matteson.

We recognize that this is an anxious time for all of us, we are all doing our best to respond as appropriately and quickly with the information we are being given.

Thank you for your continued dedication to our Agency.