



The Arc of Litchfield County, Inc. • 314 Main Street, Torrington CT 06790

March 13, 2020

To: Families and Guardians of LARC's Residential Program

From: Dee Vetrano, Director of Residential Supports

RE: Coronavirus Precautions

As you are aware, there has been a lot of coverage in the media regarding the Coronavirus. This memo is to assure you that LARC is actively monitoring the situation and we are prepared to address issues that may arise. First and foremost, we want to maintain the safety of the individuals participating in LARC programs and ensure continuity of services. We have already taken the following measures and precautions and we will continue to adapt our plan as the situation warrants.

Effective Friday, March 13th, and for the next two weeks:

- All LARC group homes will be in self-quarantine mode—that is, residents will remain in the home, and only essential outings (e.g. for medical appointments) will occur. The following locations are:
 - Bertoli Drive, 84 Culvert Street, 86 Culvert Street, Gillette Road, Main Street, North Road, and Old North Road
- We are restricting all visitors from the above locations.
- If families wish to bring individuals to their own homes, they need to remain there for at least the next two weeks.
- Established clear criteria for our employees regarding their health including, when NOT to report to work, and the requirement of a doctor's "Fit to Return to Work" certification. We will be closely monitoring staffing and have contingency plans in place for addressing staffing levels as necessary.
- Individuals who exhibit any symptoms will receive immediate attention from our nursing staff and/or their primary care physician.
- We have and will continue to educate our employees regarding the virus – symptoms, hygiene practices, good practices for work, home and the community, etc.
- We have and will maintain a supply of anti-bacterial soap, sanitizer, gloves and other protective equipment at all programs.
- Our facilities will be professionally cleaned/sanitized every evening.
- We are limiting all visitors into our facilities. Please do not enter the building unless there is an emergency and make arrangement with program managers.
- Most importantly, we will maintain a constant flow of communication with families and guardians as the situation warrants

If someone does contract the disease, we will notify all parties in accordance with HIPAA regulations and follow quarantine protocols to remedy and contain the outbreak. We can assure you that LARC's residential programs have procedures and plans in place to ensure the health and safety of our individuals in a crisis or emergency event.

The leadership team continues to monitor this situation closely, and we will communicate additional information and other updates as they develop. If you have questions or concerns, please contact the House Manager or the Residential Director.

Thank you for your support and cooperation.

A handwritten signature in black ink, appearing to read "Dee Vetrano", with a long horizontal flourish extending to the right.

Dee Vetrano, Residential Director