



Date: July 1, 2020

FOR IMMEDIATE RELEASE:

### **Warren County Board of Developmental Disabilities COVID-19/Coronavirus Update**

The Warren County Board of Developmental Disabilities (WCBDD) continues to monitor the fast-moving situation with the novel coronavirus, and we are following guidance from local health officials and state officials to reduce risks.

Beginning July 6, 2020, the WCBDD will operate under the following guidelines:

1. We will continue to operate with most staff working from home.
2. Although virtual meetings are still the preferred method for meetings, we will allow small group meetings in our buildings. Examples of this would be an intake meeting, provider development meeting, behavior support meeting, ISP meeting or early intervention meeting/visit.
  - a. This would only be for instances when a virtual meeting will not work.
  - b. Each building will be different due to size/number of people, so employees will work with their supervisors regarding the usage and scheduling of building space.
  - c. If a virtual meeting is not possible, employees may also consider meeting outside (person's yard, park, etc.).
3. In order to have a small group meeting in one of our buildings, the following requirements will need to be met:
  - a. No more than five people should be in the meeting (including employee(s)).
  - b. Social distancing should be adhered to before, during and after the meeting.
  - c. Masks should be worn by all people in the meeting (with exceptions for individuals and/or children who may be in the meeting and cannot wear them due to their age, health or disability).
  - d. Meetings should be held in a common area (conference room) or an office in which only one person works. Meetings are not to be held in an office in which multiple people are stationed to work.
  - e. The employee who is the host of the meeting will be responsible for sanitizing the area in which the meeting was held.
  - f. The employee holding the meeting will need to utilize one of our digital thermometers to take the temperature of every person attending the meeting before the meeting starts. If someone's temperature is above 100 degrees, the person will not be able to attend the meeting, and it will have to be rescheduled.

4. We still are not allowing large group meetings or events.
5. We are also not yet allowing visits or meetings in individuals' homes.
6. We will continue to follow the state guidance for employees coming into the office including:
  - a. Daily self-evaluation health assessments, including taking their temperatures
    - i. If temperature is above 100 degrees, employee should not come into our buildings
  - b. Clean and sanitize workplaces throughout the day
  - c. Those employees who will be in the office will be expected to meet the social distancing requirements and utilize personal protective equipment (PPE). We will provide the PPE to employees who are in the office.
  - d. Mask wearing will be required under the following scenarios:
    - i. Any interaction with the general public
    - ii. Moving in any common area of the office (restroom, hallway, lunchroom, etc.)
    - iii. Outside one's office that would place him/her within six feet of another person/coworker

Our agency remains open, but our buildings are not considered open to the public. However, we continue to be available to you as we have always been. If you have any specific questions, feel free to contact your Service Coordinator, Early Childhood Primary Service Provider, or Transition Coordinator, or call (513) 228-6400. In cases of emergencies, please call 1-800-800-6847.

Thank you for your understanding and cooperation. Please be safe.