

August 7, 2020

Dear Staff, Families and Community,

Family Outreach would like to update you on our plan during **Phase II** following guidelines published by Governor Bullock. With increasing number of COVID-19 cases we must continue being vigilant in every step we take. Our personal responsibility is to protect those around us – particularly those we provide services to in our communities. The State of Montana Guidance allows for vulnerable population to resume public interaction during phase three of plan.

Through the Month of August, the following safety precautions will be in place since Family Outreach provides services to individuals who are identified as a vulnerable population.

- Staff can continue working in the offices on reduce office hours as long as social distancing can be maintained. If staff has concerns about being at risk, they can request from their supervisor to continue working from home.
- Offices will remain closed to the public.
- Staff and clients will practice safety measures while traveling. Travel for only essential business and wear a mask when traveling with more than one in the vehicle.
- For staff that comes to the office, maintain social distancing and wear a protective mask when in areas with more than one staff or common areas of building.

Core Preparedness Responsibilities from State of Montana Plan that is key in service delivery:

- Protect the health and safety of those living and working with vulnerable populations.
- Maintain protocols for social distancing and face-coverings.
- Monitor for Covid-19 symptoms.

Continue to practice good hygiene:

- Continue to sanitize all commonly touched surfaces frequently.
- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)).
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.

Work from home requests:

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request to work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, request to work from home. Follow up with your supervisor to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request to work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

We need to continue to exercise caution. Please take the time to care for yourself and support each other. If you have any questions or concerns, please contact me at 443-3083. Watch the Family Outreach website and Facebook for updates.

Sincerely,

Jackie Mohler M.Ed., LBA
Executive Director

COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.



If you had close contact with a person who has COVID-19



- Stay home until 14 days after your last contact.



- Check your temperature twice a day and watch for symptoms of COVID-19.



- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.



ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



If you are sick and think or know you have COVID-19



- Stay home until after
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved



If you tested positive for COVID-19 but do not have symptoms



- Stay home until after
 - 10 days have passed since your positive test



If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.

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