



---

11/10/20

To: All MYEP Employees  
Re: Coronavirus Surge

Hello-

As many of you are aware, there has been a significant and alarming surge of Coronavirus cases across the state of Iowa. This is alarming on many levels- hospitals are at, or nearing, capacity and community spread is at levels that have not been seen since the beginning of the pandemic.

Thus far, as an agency, we have fared well and have minimized the impact of the virus within our service environments. Over the course of the past few weeks, we have begun to see an increase in direct exposures amongst our staff and persons served. This is becoming and more and more concerning as our biggest fear is an outbreak amongst the people we serve and staff members, resulting in an uncontrolled crisis (i.e. low staffing, high numbers of illness, etc.)

We are entering into a very worrisome time with the winter months upon us, holidays quickly approaching, and the flu season beginning. All of these combined, if precautions are not taken, could result in high levels of the illness entering into our service environments.

Below are reminders and requests for both staff members and persons served:

**For Staff:**

- General reminder:
  - Our goal is for all of our staff to remain health and safe throughout all the health crisis. We are asking for all of us to be cognizant of all our choices and actions outside of work and follow all CDC guidelines
- MYEP Coronavirus protocols and reminders:
  - Please remember to follow all internal processes for:
    - Symptom reporting to supervisor
    - Potential exposure and reporting to supervisor
    - Travel plans and reporting to supervisor
- MYEP employee sick policy:
  - It is common for many of us to come to work if we are feeling a bit 'under the weather'. It is imperative that we refrain from doing so during this time. If you are feeling symptoms of any sort, please do not come to any of the MYEP properties and follow our sick policy and notify your supervisor
    - For Administrative Staff and Leads: If you are feeling well enough to work from home, you may do so

**For Persons Served:**

- Completion of Risk Assessments for Holidays and Home Visits:
  - With the holidays quickly approaching, I wanted to remind all of you that risk assessments MUST be completed on persons served if they are asking to spend time with other during the holidays. Questions that should be asked are:
    1. Has anyone who will be present had a direct exposure to someone with Coronavirus? Or are at risk for having a direct exposure?
      - a. If so, when and what type of contact?
    2. How many people will be present? Who all will be a part of the home visit?
      - a. If it is more than the people who reside within the home, please ask all of the same questions and if people will be wearing masks
    3. Why types of activities will occur during the visits (i.e. community activities, etc.)

---

*"MYEP is a non-profit organization dedicated to providing advocacy and person-centered services which facilitate personal growth and community inclusion to people with disabilities."*



- 
4. Does anyone have any symptoms of illness (i.e. cough, congestion, fever, fatigue, loss of taste or smell, nausea, diarrhea, vomiting, etc.)
  5. Has anyone within the household traveled or participated in a high-risk activity as of late?
    - a. If so, when and what was the activity?
    - b. Were masks worn?
- General reminders of community and activity participation during the winter months:
    - Many of the community activities that can occur during the winter months are indoor activities, which oftentimes are considered 'high risk' activities
    - Before engaging in an activity, please refer to the person's complete Covid-19 risk assessment to determine what level of activity a person is able to participate in and what supports are needed to assist them
    - Risk assessments must be completed on the type of activity the person is wanting to participate in. Things to consider when determining the level of risk for an activity are:
      1. What is the activity?
      2. Is it indoors or outdoors?
      3. How crowded is the activity?
        - a. Are there times of day in which the activity may be less crowded and safer to participate?
      4. Who will be there?
        - a. Will they be wearing masks and following CDC guidelines?
      5. Will the usage of masks be enforced?
        - a. If not, are there alternative locations or facilities that do require them that could be used as an alternative?
      6. Will 6' distancing be enforced?
        - a. If not, can you go at a time in which there is less people and 6' social distancing can be maintained with others?
  - General reminders and protocols if a person served is feeling ill:
    - If a person served is showing symptoms of any type of illness, it is important we isolate them (as much as possible) from common areas of the home to prevent the spread of the illness
      1. If the person is showing symptoms of the Coronavirus, we must isolate them as soon as possible and follow the outlined protocols for a symptomatic person and get them tested as soon as possible
    - Report any symptoms to the person's Primary Care Provider and determine what types of treatment may be needed for the person
    - If the person participates in work or day programs, keep them home!
  - Cleaning of home environments:
    - It is imperative we are cleaning and disinfecting all areas of the homes, especially commonly used spaces such as the kitchen, bathrooms and living rooms, frequently to prevent the spread of illness through surface contamination

I appreciate everyone's efforts that have been put forth from the beginning of the pandemic! You all have been amazing!

Please let me know if you have any questions.

Thank you,

**Megan Gerber**  
Chief Program Officer