

COMMUNITY LIVING OPTIONS



March 24, 2020
Employee Newsletter

Our Mission

Community Living Options is a human services agency that provides a range of high-quality support services to people in need of residential care, in-home assistance or community living supports. We are committed to providing these services in a manner that respects self-direction and affirms the dignity of each individual.

Board of Directors

Ed Wilson
Suzanne McPeck
Dawn Pantaleo
Casey Blair
Louise Kenny
Melissa Gilbert
Joe Walls
Debbie Dawson

Next Board Meeting

March 25, 2020

Contact Info

626 Reed Street
Kalamazoo MI 49001
269.343.6355 Phone
269.343.0054 Fax



Zero Recommendations

A message to our Employees:

We are all facing a global situation that is unprecedented in living memory. At Community Living Options, we are very concerned for the many people who are facing uncertainty and challenging situations for themselves, their loved ones, and their communities. I, myself, have many family members in Italy who are under tremendous strain, as some of you know.

CLO is actively monitoring the situation and following State and Federal guidelines. Our work and workforce is “essential” so while we are under a shelter in place order, CLO is still expected to deliver critical services to our consumers. We have a robust plan for emergencies and many of those protocols have been called into action. The staff at CLO are trained and are prepared. We have partners in our community, and we are in this together. The spirit and dedication of our employees continues to amaze me in spite of the uncertainties surrounding this crisis. Thank You!!

We will continue to keep you informed as the situation evolves.

TOGETHER WE ACHIEVE

Fiorella Spalvieri

Executive Director
Community Living Options

COVID-19 {Travel and Your Health}

If you are like us, you are on information overload regarding the coronavirus and feeling uncertain. At CLO, we want to do our best to stay informed and mitigate our risk to employees and consumers. Our focus at Community Living Options remains on the health and welfare of our members and employees. In order to do this, we need help from you.

1. Do not ask for extended (2 days or more) PTO during the next 6 weeks. In anticipation of growing contamination, we will need all of you.
2. If you haven't already, please consider getting a flu shot. CLO will reimburse up to \$30 for the flu shot.
3. If you or someone close to you has traveled in an identified high risk area or outside of the country, please let Karen Burpee know so we can make an informed decision on how to move forward.
4. Wear your CLO T-Shirts and bring your name badge to work. You may be questioned as to why you are driving around.
5. Consumer outings need to be approved by your Supervisor. Social distancing must be adhered to in the community, as well as CDC infectious disease protocols upon returning home for staff and consumer.
6. Visitors are not allowed until shelter in place order is lifted.
7. Family visits are on a case by case review with your Program Director.

ATTENTION!

The Alcott Center Day Program will be closed until further notice.
The main office is closed to the public, but limited staff are working. Please call or email for assistance.

Health and Safety



Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- Fever
- Cough
- Shortness of breath

FAQ:

What if I don't feel well? Should I come to work?

If you call your supervisor or the on-call supervisor, you will be asked about your symptoms. If you have a fever over 100.4, difficulty breathing and a dry cough, you will be told to contact your doctor and follow their directions. You should not come to work if you present with these symptoms until you have been cleared by a doctor.

A consumer has a cold and a fever. What should I do?

If they have the three Covid-19 symptoms, then begin to quarantine in their bedroom. Call your supervisor or on-call manager. The doctor will be contacted for direction. Review instructions for Pandemic response. Meds, meals, and needed items will be confined to their bedroom. Follow the instructions of the doctor; a supervisor will guide you during this process.

What if a family members wants to visit and they are coughing and appear sick?

Since we are keeping doors locked, you have an opportunity to screen them. This is your duty for the safety of others. Ask them if they have traveled internationally, if they feel ill or have a fever. Explain we are monitoring everyone who enters the home. If you think they pose a risk, explain why they can't enter. If you need support, call a supervisor or on-call.

We have a sick consumer and I can't find a mask?

We do have masks, but they are limited right now. If you find yourself needing one, anything can be used to cover your mouth and nose; a t-shirt, a bandana, etc. We are desperately trying to acquire more.

What if we run out of toilet paper?

We got ya! The main office has plenty and we will share it.

We also know, however, that in the face of crises, people often show enormous courage, kindness, and compassion, and we want to encourage all to think of the many vulnerable beings around us, and how we can help and support one another. Our humanity and our empathy can be our greatest strengths.

In addition to the other resources that CMHA has provided over the past several weeks,

MDHHS has set up a hotline at

888-535-6136

to answer health-related questions about the virus.

It will be open from 8 a.m. — 5 p.m. seven days a week.

We understand this is a very stressful time. We want to remind you that both EAP and a Success Coach are available to you.

EAP can be reached at 800-316-2796

Stephanie Bourne, CLO's Success Coach, can be reached at 269-330-0466 or Stephanie@ERNSuccessCoach.com

The situation is changing quickly and I'm sure this isn't the last communication you will get on this matter. We will continue to keep you informed as things happen that impact CLO. Feel free to contact your supervisor or anyone on the administrative team with questions or concerns. Watch your email.

Staff Birthdays

Andrew Argo

3/2

Jalen Robinson

3/2

Mama Coulibaly

3/4

Ciera McClenton

- Langston

3/6

Jakiyah Bell

3/7

Bree Anglemeyer

3/8

Tenia Hooper

3/9

Brett

VandenBosch

3/9

Akosua Yeboah

3/10

Patience

Shakwanda

3/11

Jabrina

Alexander

3/13

Stefani Wallace

3/22

Luke Williams

3/22

Cameron Paxton

3/23

Cynthia Knapp

3/24

Angela Filipunas

3/25

LaDonna Lee

3/29

Jennica Johnson

3/30

WaQuilla

Whitfield

3/31

Only in the darkness
can you see the stars.
- Martin Luther King, Jr.

