

\*\*MEMORANDUM\*\*

TO: Stepping Stone and Next Step Staff, Members, and Visitors

FROM: Susan E. Seidler, Executive Director

RE: Coronavirus COVID-19

DATE: March 16, 2020

The Board of Directors and I assure you we are listening to your concerns about the spread of COVID-19 and monitoring what is happening locally and around NH. We will continue to follow recommendations from the Centers for Disease Control and Prevention (CDC) as well as NH Department of Health and Human Services and Department of Public Health Services.

Here are precautions we can take every day to help keep ourselves and others healthy:

1. Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
2. Avoid touching your eyes, nose, and mouth with unwashed hands.
3. Stay home when you are sick.
4. Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, cough or sneeze into the bend of your arm.

Effective immediately:

- Everyone will observe the above precautions. If you do not, staff will ask you to leave the Centers.
- Community trips are cancelled until further notice.
- Community meals will be offered once a week at each Center. Staff will serve food.
- Everyone who prepares or serves community meals must wear disposable gloves.
- All other food preparation and consumption during the day is not allowed. This includes reheating leftovers and preparing personal meals at the Centers.
- Everyone will wear disposable gloves while handling Willing Hands delivered food.
- Everyone will wear disposable gloves while cleaning.
- Stepping Stone and Next Step will close 1 hour early to accomplish thorough cleaning.

Here's what staff will do:

- Disinfect surfaces (such as countertops, tables, light switches, doorknobs, banisters, computer keyboards, and business phones).
- Provide telephone support during the day for people who are required to be away while they are sick.
- Continue Warmline support every day at 4 PM.

I hope you see these actions as a way for us to do our part to keep our community healthy and not to punish or judge.

I encourage you to continue to ask questions and seek support. I will provide updates as soon as I can after they become available and we determine how changes affect our lives within the Centers. Thank you for your patience and cooperation. I am confident if we pull together as a community, we will get through this.

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