



LEARNING DISABILITIES
ASSOCIATION
OF WESTERN NEW YORK

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TO: Employees, Program Participants
FROM: Marc Hennig C.E.O., LDA of WNY Management
DATE: March 12, 2020
RE: Coronavirus (COVID-19)

LDA of WNY is committed to the protection of the health, safety and welfare of all of our employees and individuals that we serve. Given the recent developments around the Coronavirus, or COVID-19, we would like to reassure you that your well-being is of utmost importance to us and that we are actively working on business preparedness and response plans. At this time we have NO known confirmed cases within our Agency.

LDA of WNY is currently implementing procedures to ensure our standards of hygiene and cleanliness within all of our sites align with the World Health Organization (WHO) and the Centers for Disease Control and Preventions (CDC) recommendations to reduce exposure to and transmission of illness in the workplace.

As COVID-19 is an emerging and rapidly evolving situation, LDA of WNY Management is monitoring information being released by WHO, CDC, NYS's Department of Health (NYS DOH) OPWDD, and other governmental resources, to ensure that we are up to date and in compliance with the most current recommendations to prevent the spread of COVID-19, and to make all other informed and fact-based decisions. In order to mitigate the risk of infection, we ask that all employees, program participants and visitors of LDA of WNY abide by the following practices:

1. Avoid close contact with people who are sick.
2. Cover your cough or sneeze with a disposable tissue and discard in trash immediately.
3. Avoid touching your eyes, nose and mouth with unwashed hands.
4. Clean and disinfect frequently touched objects and surfaces.
5. Stay home if you are sick – unless it is to seek medical attention.
6. Wash your hands frequently with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if soap and water is not available.
7. Wash your hands before and after handling food, using the restroom and coming into contact with someone indicating signs of illness.

Employees and program participants are asked to stay home if they experience any of the signs of illness associated with COVID-19, which are: fever, cough, shortness of breath, extreme fatigue/tiredness, sore throat, headache, and diarrhea/nausea. Employees should continue to abide by LDA of WNY's PTO and Personnel Policies. Any exceptions to such policies must go through the employee's immediate supervisor for direct approval by LDA of WNY's CEO. Employees should feel free to contact their supervisor with any questions.

With regards to visitations to programs and certified sites including our residences, we are implementing visitation policies and procedures in order to minimize the risk of exposure to all of our employees and program participants. Specific information regarding the visitation policies and procedures will be released shortly.

Our top priorities are the health and safety of all of our employees and our program participants, as well as maintaining a high level of service to our program participants. As this situation evolves, we will continue to modify our plans as needed in order to deliver these priorities.

We appreciate your continued dedication and support with assisting us in all of these efforts.

Attached are some general information documents issued by the CDC related to COVID-19. For questions, please contact your local department of health or the NYS DOH Novel Coronavirus (COVID-19) hotline at 1-888-364-3065. We also encourage you to keep up to date about COVID-19, its treatment and prevention by visiting the following websites:

- CDC's dedicated Novel Coronavirus (COVID-19) website:
<http://www.cdc.gov/nCov>
- NYSDOH's dedicated (COVID-19) website:
<http://www.health.ny.gov/diseases/communicable/coronavirus>