

Hi Everyone,

It is hard to believe that it has been four months since we re-opened our doors at Wolstein and expanded services in the community! I want to thank you all for your hard work and support. During our initial re-opening, all staff were trained on the critical screening, cleaning and social distancing protocols that we've established to help ensure the highest level of client and employee safety. Under the guidance of our newly promoted Director of Nursing, Brittany George, (who will be stationed at the Wolstein Center) nursing has been extremely busy throughout the pandemic and has a few reminders to help keep everyone safe and healthy from COVID-19 and the flu:

- Wash your hands frequently throughout the day for 20 seconds with soap and water; handwashing stations are available
  - Use hand sanitizer when handwashing is unavailable; when using sanitizer be sure that you use an appropriate amount and rub throughout your hands until it is dry
- Utilize social distancing (six feet or more) when in public or with others that are not living in your household; this includes while working with others when you are not engaging in direct client care that requires more than one person (even while you are wearing appropriate personal protective equipment)
  - Do not crowd lobbies, hallways or doorways
  - High traffic areas may have distance markers – adhere to these at all times
  - Avoid loitering in common areas
- Wear a mask when you are at work, out in public or with people outside of your household
- You are required to wear a mask when at UCP or providing services in the community
  - Your position might also include wearing a face shield in addition to a mask; your manager will advise
  - All visitors, guests and clients must wear appropriate face coverings unless their individual plan indicates otherwise; visitors must be limited (no parents, transportation providers or unapproved vendors); utilize virtual technology as much as possible
- Keep everything clean at work and at home, especially high touch surfaces (door handles, light switches, counters etc.); disinfecting supplies are available at all UCP locations; those working in the community may request supplies from your supervisor
- **Stay home when you are feeling ill**
- Limit or avoid social gatherings
- Limit or avoid traveling outside of the state or US (alert your manager if you are traveling, UCP has restrictions for travel to some areas)

### **Screening process at UCP**

**This is for employees and anyone who enters a UCP facility as well as those working in the community**

Please complete the screening assessment prior to arriving/providing services

- If you receive the “GO” sign, you can enter the building or provide services to the student or client in the field. **You must hit submit.**

- IF you receive the “STOP” sign (**you must hit submit**) then you are NOT permitted to enter the building or perform services in the field until you have spoken with and received clearance from the NURSING DEPARTMENT (Brittany, Kashina, or Carrie)
  - If you do not hear from a nurse within 15 minutes of receiving a “STOP,” contact the nurse (cell numbers are listed below) and leave a voicemail if they are not available
  - Please keep in mind that all programs within UCP are completing this assessment and we MUST speak to all individuals that have flagged assessments, so it may take some time for the nurse to contact you

**YOUR MANAGER OR HR CANNOT CLEAR YOU TO ENTER THE BUILDING OR PROVIDE SERVICES - IT MUST BE NURSING**

Please remember that the pandemic is ongoing. These practices are as important today as they were on day one. Our policies and procedures are mandatory and only work if EVERYONE follows them, so please adhere to these and the information provided in your “Return to Work Guidebook.” Keep in mind that If we are unable to follow guidelines and keep everyone safe, we cannot remain open for services. As we expand, including this week’s re-opening of Highland Hills, our continued success relies on our commitment to remaining safe and diligent in the measures we have implemented. I strongly urge you to take precautions in your personal life, as well, to minimize your exposure and to stay healthy!

Thank you for all you do,

Beth

UCP Nursing Department	Contact Information
Brittany George, Nurse Manager	(216) 299-6995
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