

KENT-SUSSEX INDUSTRIES, INC.

MEMO

TO: All Staff, Employees, Participants/Providers and Family Members  
FR: Jayson D. Crouch, Vice President  
DA: March 6, 2020  
RE: Virus and Infection Control (Flu and Coronavirus)  
CC: H&S Coordinator, CARF

The Coronavirus (COVID-19) situation is an evolving process. Currently KSI does not have plans to shut down. We have enhanced our cleaning and sanitizing procedures. If you believe you have an individual who is in a high risk group, they should be monitored more closely and stay home if they have any symptoms. KSI is using our Flu and Virus Protocol, and will send anyone home if they have a temperature of 100 or over. If you have anyone who appears sick, please do not send them in. Further information will be issued as we receive more guidance from State authorities.

There have been cases of the flu and other viruses throughout the United States, including Delaware.

It is **VERY IMPORTANT not to come to KSI if you have symptoms** or are sick. We understand that illness can potentially create a hardship. However, our first priority is to reduce the spread of germs and illness to our program participants, employees, staff and customers.

If you send your participant to KSI when they are sick or have virus symptoms, they will probably infect others on the van, in the break room, and in other settings, including in the community. Therefore, **we WILL call to have them picked up if they show signs of a viral infection.**

**We are asking all staff and participants to stay home if they have symptoms or a fever over 100° F. We WILL send anyone home with symptoms or a fever over 100° F. The Center for Disease Control (CDC) recommends staying home until the person is FEVER FREE for 24 hours, WITHOUT fever-reducing medications.**

The CDC recommends the following to prevent the spread of viruses:

- **Wash Your Hands Often**
- **GET A FLU SHOT**
- **Avoid** contact with sick people.
- **Avoid** touching your eyes, nose or mouth.
- When you cough or sneeze, **cover your nose and mouth** with a tissue and throw used tissues in the trash can immediately, then sanitize your hands
- After you cough or sneeze, **wash your hands with soap and water**, or use an **alcohol based** hand gel.
- If you get sick with a virus, **stay home and limit contact with others** to keep from infecting them.

**PLEASE CONSIDER THE WELL BEING OF EVERYONE BY STAYING HOME IF YOU ARE SICK. If you have been diagnosed with a virus by your doctor, we would appreciate it if you advise Marion Di Rubbio in Health & Safety so that we can take precautions and monitor others that you may have been in contact with.**