

COVID-19 Staff Guidelines

Updated May 26, 2020

What do I do if someone will not follow our directions or guidelines? (examples: person won't wear a mask; tries to bring other people with them into the building)

Contact the program director/manager or a member of the leadership team. In some case(s) masks will not be required (disability related) and more than one family member will be allowed because both parents are needed for the therapy/evaluation. If a single parent does not have childcare for a sibling, we are not going to turn them away.

What do I do if a parent or consumer who has been in the building and in contact with me discloses that someone in his/her household is sick, has COVID-19, has been tested, etc.?

Isolate yourself immediately and contact Human Resources or a member of the leadership team for more guidance.

What do I do if I get sick? Will I still be paid?

Contact Human Resources or a member of the leadership team if you become ill. You may qualify for additional paid time off under the Federal Families First Corona-virus Response Act.

What if I don't want to provide services in person and want to continue working remotely?

For those employees who can do their work remotely, we are encouraging them to continue to do so. At this first stage of opening, we are only asking those who cannot work remotely return to the building.

What if a family of three or more wants to use the elevator at our Willowbrook facility, which exceeds the posted limit of two?

If you believe this is a group who have been self-quarantined already as a family, you can approve their use of the elevator as a family.

Are there any changes to employee parking or entering/exiting the building at our Willowbrook location?

Employee parking will remain the same. Employees entering/exiting the building will be restricted to the main entrance (south side of building) at Willowbrook only. The north doors of Willowbrook will be restricted to emergency use only.

