



## Emergency Preparedness and Response Team

Family Focus has been monitoring the global coronavirus outbreak (now referenced as COVID-19) at local, state and national levels. Although there are no known cases with any connection to Family Focus, this communication provides the Family Focus Employees with additional updates given the rise in cases nationally, and specifically cases in Illinois. In addition, the upcoming Spring Break provides families, teachers, and staff with the opportunity for travel and we ask that you take time to review the information below.

**Family Focus Precautions:** Family Focus has been monitoring national, state, and local information. It is following guidance published for schools by the [Center for Disease Control and Prevention \(CDC\)](#) and the Illinois Department of Public Health. As a practice, Family Focus routinely cleans all frequently touched surfaces and will make disposable wipes available in key common areas. In addition, we are reviewing and updating our emergency operations procedures, and planning to ensure continuity of our programs and mitigate any disruption to operations in the unlikely event the Family Focus Centers are directly impacted.

**Everyday Preventative Actions:** In general, everyone should contribute to minimize the spread of communicable disease including influenza and COVID-19. Shared recommendations by CDC and the Illinois Department of Public Health include the following:

- Stay home if you are sick with a fever (100.4° F or greater) or symptoms of acute respiratory illness for at least 24 hours after the fever has subsided.
- Separate yourself from others should you become sick while at work.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Practice “Social Distancing” (i.e. fist bumps, staying 6 feet away from others, etc.).
- Cover your cough or sneeze with tissue, then discard tissue in trash.
- Wash your hands frequently with soap and warm water (for at least 20 seconds), or with alcohol-based sanitizer if soap and water are unavailable.

Family Focus has also implemented additional housekeeping protocols, including:

- Providing hand sanitizer, chlorine wipes and tissue throughout each facility
- Adding a mid-day cleaning of all bathrooms
- Wiping down all common surfaces, such as doorknobs, light switches, phones, keyboards, copier display, etc.

**Community Activities:** Family Focus recognizes that much of the work we do is out in the communities that we serve. Family Focus is committed to offering equipment to provide Universal Precautions for all employees. This includes hand sanitizer and chlorine wipes to all employees working in the community. Please use your best judgement to minimize unnecessary exposure while performing your work.



**Travel Notices and Advisories:** Given the volatility of public health internationally, the difficulty of ensuring adequate health care and an uninterrupted return to the states, international travelers should stay updated with, and adhere to, [travel advisories](#). The outbreak has now spread to more than 85 countries and territories. Currently the CDC recommends against non-essential travel to China, Iran, Italy, South Korea and Venezuela, and recommends enhanced precautions for travelers to Japan. Accordingly, and in an abundance of caution, Family Focus is requesting all staff and parent/guardians of students to notify Family Focus of any international travel if you expect to return to Family Focus to work or attend one of our programs, including:

- Name
- Country
- Region within country
- Date Departed
- Date Returned
- Relevant Comments
- Contact Information

Until further notice, this request is designed to help facilitate accommodations for alternate work plans and Center exposure to risk. If you elect to travel to any country that is now, or may in the future be, listed under alert levels 2 or 3, Family Focus may take certain precautions for your return to our facilities in the interest of public health based on guidance provided by the CDC and the Illinois Department of Public Health. You may review the schedule of alerts provided by CDC [here](#). In all cases, Family Focus will defer to the guidance provided by local health officials with regard to the need for required or self-quarantine. If you have any questions about the request for travel information, please contact Angela Burris, Director of Human Resources and Payroll, at 312-777-1937 or via email at [angela.burris@family-focus.org](mailto:angela.burris@family-focus.org).

**Absenteeism:** The Covid-19 situation is evolving in the State of Illinois. Family Focus has contingency plans in place to cope with a high level of absenteeism, should the virus spread. For now, the plan is to utilize our personal, vacation and sick leave policy to provide paid time off for employees impacted by their own illness or because of a requirement to self-quarantine. Please contact Human Resources at [angela.burris@family-focus.org](mailto:angela.burris@family-focus.org) or 312-777-1937 immediately if you are absent for one of these reasons.

**Fight stigma and fear:** Family Focus should take an active role to prevent racial/ethnic discrimination in association with COVID-19. People with origins in any particular country are no more likely to get COVID-19 than anyone else. At the same time, we must support and welcome anyone who has responsibly reported potential exposure, completed their quarantine and met their requirements to discontinue infection control measures.

**Stay updated on Family Focus notifications:** In case of an emergency, Family Focus will notify impacted parties. Accordingly, all families and staff are asked to maintain updated contact information with our agency. In the event of a Family Focus Center closure, additional information will be provided. The website at <http://www.family-focus.org> will also be updated regularly as conditions evolve.

Given the volatility and uncertainty of this outbreak, we understand that our community is rightfully concerned. For an up-to-date list of **Frequently Asked Questions**, go to the [Chicago Department of](#)



[Public Health](#). The Emergency Response Team will continue to provide communications as we know more and as we update the Family Focus response to COVID-19. Our highest priority is the safety and wellbeing of our families, teachers and staff.