

COMMUNITY ACCESS UNLIMITED

Policy

Created: 03/2020

Reviewed: 03/2020

- I. **Title:** **Suspension of Visits & Preventing COVID-19 Coronavirus Exposures**

- II. **Purpose:** To reduce the risk of exposure to COVID-19 for CAU Members and staff.

- III. **Standards:**
 - A. This policy applies to DD funded and TOP Shelter programs.

 - B. Community Access Unlimited is expected to continue to serve our members during a designated State of Emergency. Proper precautions are mandatory at this time.

 - C. In an effort to keep our members and staff safe, CAU is prohibiting all visitors at the programs.

 - D. If DDD, DCF staff arrive at program, staff must ask for identification and notify their AED as soon a possible.

- V. **Staff Responsibilities:**
 - A. All staff shall be responsible for reporting all attempted visitors to the program supervisor.

- VI. **Reporting and Recording:**
 - A. When a visitor is not allowed to enter the program, staff are required to notify their supervisor/ on-call for further guidance and complete an in-house report.