



Administration
4343 W. 123rd Street
Alsip, IL 60803
p: 708.371.9700
f: 708.371.9747

Martha Polacek Facility
4100 W. 127th Street
Alsip, IL 60803
p: 708.371.9700
f: 708.389.3984

Community Mental Health
and Counseling
4331 W. Lincoln Hwy
Matteson, IL 60443
p: 708.748.1951
f: 708.748.1962

March 13, 2020

Dear Sertoma Centre Stakeholder:

The health, safety, and well-being of our consumers, employees, interns, and volunteers continues to be the highest priority at Sertoma Centre, and we are continuing to closely monitor the potential spread of the novel Coronavirus (COVID-19). In an effort to assess risk and respond according to CDC guidelines, we are asking that consumers, staff, and stake holders who have come in contact with our consumers or staff notify us immediately if you:

- Know you have been exposed to someone with a confirmed case of COVID-19.
- Are tested and confirmed to be positive for COVID-19.
- Have traveled to any of the impacted countries (China, Japan, South Korea, Italy, and Iran) or have been on a cruise in the past 30 days.

The CDC has described COVID-19 as a “rapidly evolving situation.” Moving forward, health authorities may issue new guidance, and we will keep you updated on any impact it may have on our services. Sertoma Centre will continue to implement additional procedures that are in line with best practices and recommendations.

In response to Coronavirus (COVID-19), Sertoma Centre is taking the following steps:

Emergency Response Plans:

Sertoma Centre continues to follow the guidance established by the Centers for Disease Control (CDC), the Illinois Department of Public Health (IDPH) and Illinois Department of Human Service (IDHS).

Monitor and plan for absenteeism:

Sertoma Centre will continue to monitor absenteeism patterns for staff and consumers. We will continue to provide information to employees about the extent of potential infection at our sites and potential changes that might occur.

Continue to practice preventative measures:

Practice good hand hygiene. Wash your hands often with soap and water, especially after coughing or sneezing.

When washing hands with soap and water: Wet your hands with clean running water and apply soap. Use warm water if it is available. Rub hands together to make lather and scrub all surfaces. Continue rubbing hands for 20 seconds. Rinse hands well under running water. Dry your hands using a paper towel or air dryer. If possible, use your paper towel to turn off the faucet.

Practice respiratory etiquette. The main way that the Covid-19 spread is from person-to-person in the droplets produced by coughs and sneezes, so it's important to cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands.

Continue to foster best practices for employees and consumers who are ill:

Employees and consumers who arrive to work or programs ill, or become ill, will be sent home as soon as possible. Sick employees and consumers will be kept separated from well employees and consumers as much as possible.

Continue to perform routine environmental cleaning:

The Janitorial Department will continue to follow the recommended processes for cleaning and disinfecting with products registered with the Environmental Protection Agency.

All Sertoma Centre vehicles will be disinfected daily using an appropriate germicidal cleaning agent.

All facilities will be provided a germicidal cleaning product and additional hand sanitizers have been placed throughout all our facilities.

Limit Access:

Sertoma Centre is limiting building and community access for a period of two weeks; starting 3/13/2020 through 3/27/2020, specifically;

- Sertoma Center will not permit outside visitors during this time frame.
- All external trainings will be cancelled.
- All facility tours will be cancelled and reschedule after the two week time frame.
- Community visits will be suspended, unless absolutely essential.
- CILA home visits and outings will be on hold.

Possible agency closure:

Although we hope that an agency closure will not be necessary, we want to be prepared in order to prepare our stakeholders for this event. Sertoma Centre will follow CDC, IDPH and IDHS guidelines regarding agency closing and ensure all stake holders are notified.

Sincerely,



Gus van den Brink
Executive Director