

MEMO

To: Concord Families

From: Niki Lynn Girls, Executive Director, Concord Neighborhood Center

Date: April 2, 2020

Subject: Updated COVID-19 Prevention Procedures at Concord Neighborhood Center

COVID-19 is projected to reach its peak sometime in the next few weeks. Ahead of this, we are making some strict, but necessary, enhancements to our program operation in order to protect the safety of all—and to do our part to flatten the curve.

Effective immediately, Concord will be following and enforcing CDC guidelines on preventing the transmission of COVID-19 (Coronavirus):

- 1) Any individual that has travelled across state lines is advised to self-quarantine for two weeks. Therefore, Concord will not provide in-person services to anyone who has crossed state lines until 14 days have lapsed, and the individual has not exhibited COVID-19 symptoms during that time.
- 2) Any childcare or youth family that has been absent at any time since March 13, 2020 must inform staff of their intention to return. Families may not drop off their child or resume services until they have been approved. Contact Paula at: prichter@concordindy.org or 317.637.4376.
- 3) Concord is providing childcare to families that work in essential business, cannot work from home, and do not have alternative options. The service is not recreation, and it is not a break! Families must be able to document that they work in essential business.
- 4) At morning drop-off, families must take their child's temperature. Any child who registers a fever above 100.2 will not be permitted to stay and will not be able to return until he/she has been fever-free for 24 hours.
- 5) If you feel you may have been exposed to someone with COVID-19, or are exhibiting any symptoms (fever, cough), you must isolate for at least 14 days.

A failure to comply with these directives will result in an immediate suspension of service.

These are challenging times for everyone. Our number one priority is the safety and health of our families. The ability for Concord to remain open to provide services entirely depends on everyone staying healthy. We appreciate your patience and understanding at this time.