



HONORING THE LEGACY

ADA S. MCKINLEY  
COMMUNITY SERVICES, INC

## Coronavirus (COVID-19) Update

Ada S. McKinley Community Services is closely monitoring the rapidly evolving developments of Coronavirus (COVID-19). In the best interest of public health, we are working diligently and taking prudent steps to protect the well-being of the people we serve, our staff, and visitors to the agency while continuing our important work in the community.

Our dedicated response team is closely monitoring guidelines regarding Coronavirus (COVID-19), and we are taking increased precautions. We are developing customized plans that are specific to the people and sites that we serve.

### **WHAT WE ARE DOING**

- Closely monitoring the advice and guidance from the Centers for Disease Control (CDC), the World Health Organization (WHO), and the local Departments of Public Health in the states that we serve (Illinois/Chicago with additional sites in Indiana and Wisconsin).
- Engaging with our response team to mitigate the risks, while developing customized protocols.
- Educating our employees on preventative measures provided by the CDC.
- Increasing the frequency and extent of our cleaning practices, such as additional wipe downs of all hard surfaces including kitchens, bathrooms, and dining areas.
- Implementing heightened sanitation and hand-washing procedures for all staff.

### **WE ENCOURAGE OUR STAFF AND THE PEOPLE WE SERVE TO DO THE FOLLOWING**

- Wash your hands frequently and completely dry them using paper towel.
- Avoid personal contact where feasible, such as shaking hands.
- Avoid touching eyes, nose and mouth.
- Cover your nose and mouth if you cough or sneeze with a tissue, and then dispose of the tissue.
- Avoid close contact with people who are ill.
- If you or someone in your home is ill (e.g., fever above 100.4 degrees), we encourage you to notify your supervisor and stay home.
- If you or someone you are residing with has recently traveled abroad, contact your supervisor and human resources for further guidance.
- Reconsider travel plans based on CDC recommendations and government restrictions.

### **HOSTING OF EVENTS & MEETINGS**

Ada S. McKinley is suspending several events until further notice based on Department of Public Health guidelines. Check with your supervisor for specifics. We encourage the use of video or audio meetings in lieu of in-person meetings for the time being.

### **MOVING FORWARD**

This is a quickly evolving situation that impacts the Ada S. McKinley family. We will continue to monitor the changing conditions day-to-day. Our protocols or approach may change, depending on the facts. Please visit [www.cdc.gov](http://www.cdc.gov) for updates by the Centers for Disease Control.

### **HUMAN RESOURCES CONTACT INFORMATION**

Contact Human Resources at (312)554-0600 for more information.