

CORNERSTONE ASSOCIATES, LLC

6967 HILLSDALE COURT
INDIANAPOLIS, IN 46250
PH. 317-299-6088 FAX. 317-299-7076

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To All Stakeholders (Individuals served, guardians, family members, employees, and IST members),

I would like to take a moment to introduce myself as Marc Withers, Director of Development for Cornerstone Associates. I am very excited to be part of Cornerstone, and have the ability to work with individuals we support. I have 10 plus years experience working with IDD individuals, in areas of Direct Care Staff, Home Manager, QIDP, and Case Management. I hope to use my experience and enthusiasm to strengthen and build those relationships Cornerstone Associates has with the individuals, families, and community members they serve.

As Indiana reopens and progresses through the reopening phases to get Back on Track, we have made progress assessing and evaluating the safest and most effective way we can reopen Blueprint and resume programming to the individuals we support. We have developed our plan to resume services in phases, allowing some flexibility while following the recommendations set forth by the Centers for Disease Control and Prevention and Indiana State Dept. of Health.

Cornerstone Associates understands that our supported individuals and families are anxious to return to Blueprint. We are anxious and excited as well, and Blueprint will reopen in our new spacious, vibrant, and bright facility. We do ask that everyone please be patient as we transition through the phases of reopening so that we can ensure everyone's health and safety. Blueprint is planning to reopen **Monday, August 17th, 2020** and a member of our administrative team will be contacting individuals to ensure they have been communicated with regarding their return to Blueprint and details specific to each individual supported.

As we reopen we will also plan to gradually resume limited community based activities. These will be primarily outdoor activities in areas well distanced from other individuals. Visiting parks, walking trails, picnics are examples of activities that may be considered. Currently we do not feel it is best practices to return to other public venues such as restaurants, stores, sports facilities, or large group settings.

Cornerstone asks that you please refer to the Blueprint Reopening and Health Screening plan for details and feel free to contact Cornerstone with any questions you might have.

We truly appreciate the ongoing understanding and support we have received from each of our stakeholders. We ask for your continued patience as we move forward with plans to modify our services and to re-define what day-to-day will look like.

Respectfully,



Marc Withers
Director of Development

Blueprint Health & Safety Policy to COVID-19

Protocols to Follow When Returning

Blueprint has implemented various policies and protocols to assist with maintaining the health and safety of our supported individuals and staff as they return to the facility. The following sections further explain these policies and protocols.

Health Screening, Exposure and Confirmed Illness Protocols

Keeping individuals safe is Cornerstone and Blueprint's top priority. In order to succeed in this task, we have created various procedures for screening staff and supported individuals returning to Blueprint, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

Health Screening Protocols

The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures before allowing them to enter the worksite. All staff screenings will be completed on a nondiscriminatory basis, and all information obtained will be treated as confidential medical information—specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms (cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue) should only be shared with members of company management with a true need to know. Blueprint will follow the recommendation set forth by the Center for Disease Control and Preventions and the Indiana State Dept. of Health for all health screenings for staff and supported individuals.

Staff may be asked to confirm the status of their health as part of working at Blueprint. Blueprint will complete a Health Screening on all staff, supported individuals, and visitors before coming into the facility. Results of the health screenings will be tracked separately from any personnel records and will be kept confidential. This protocol will be implemented daily as part of the re-opening of Blueprint. Staff unwilling to complete a screening will be required to leave the premises.

Those individuals supported by Blueprint will be required to participate in the same screening protocols as staff.

Individual Presentation of COVID-19 Symptoms Protocol

Staff and supported individuals who present with COVID-19 symptoms while at Blueprint will be monitored and isolated to a dedicated space as precaution until appropriate transportation arrives. Blueprint asks that all staff and supported individuals comply with the outline protocol for the health and safety of all individuals.

Guidelines for COVID-19 symptom at Blueprint:

- Individual will be isolated in a dedicated room promptly in effort to prevent contact with other individuals at Blueprint.
- Blueprint staff will complete clean and disinfect surfaces in which the individual was in contact with.
- Blueprint will notify the individuals appropriate emergency contact of issue and request for them to be picked up from Blueprint.
- Isolated individual will remain in dedicated quarantine room until appropriate transportation arrives to take them home or to a healthcare facility.
- While individual is isolated to dedicated quarantine room their symptoms will be monitored and documented hourly and PRN.
- Staff monitoring the isolated individual must wear a mask and gloves while providing all care to individual.
- Isolated individual will wear a mask while in the dedicated quarantine room.
- In the event that the individual needs to use the restroom they will be directed to use the visitor restroom only, must continue to wear the mask, and must return to dedicated quarantine room after using restroom.
- Isolated individual will not be permitted to dine in common space and must remain in quarantine room.
- Once isolated individual leaves, dedicated quarantine room will be deep cleaned to sanitize and disinfect all surfaces.
- Isolated individual will be directed to follow the "Release of Quarantine Considerations" in the COVID-19 Exposure and Confirmed Illness Protocol section.

COVID-19 Exposure and Confirmed Illness Protocol

Staff and supported individuals who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, individuals should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they must be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.

- Continue monitoring their symptoms, calling their health care provider if their condition worsens.
- Notably, those who are symptomatic or who have tested positive should not return to the facility until the conditions outlined in the table below are met:

Release of Quarantine Considerations	
Individual was symptomatic but was not tested for COVID-19.	Individual was tested for COVID-19.
<p>The individual may return if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time. • Coughs and other symptoms have improved. • Ten days have passed since they first experienced symptoms. 	<p>The individual may return if:</p> <ul style="list-style-type: none"> • They no longer have a fever and have not been taking fever-reducing medications. • Coughs and other symptoms have improved. • They have received two negative COVID-19 tests in a row with a minimum of 24 hours between each test.

If and when a staff or supported individual tests positive for COVID-19, deep-cleaning procedures will be completed. Furthermore, those who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

Reporting Transparency Protocol

Any individual who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify a member Cornerstone Associates Administration as soon as practicable. The individual will be asked to assist the health department with contact tracing. This information will be tracked separately from personnel records, and names will not be released. Cornerstone Associates will assess the situation and determine the appropriate actions and will notify impacted individuals if there is a confirmed case of COVID-19 in the facility. Cornerstone Associates may elect to close the facility for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

Social Distancing Protocol

Staff and supported individuals should follow social distancing best practices while at Blueprint, including but not limited to workstations, lunchrooms, program rooms, common areas, meeting rooms and office spaces. Specifically, individuals are asked to:

- Stay 6 feet away from others.
- Avoid tasks that require face-to-face interaction with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes, hugs, etc.).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Individuals should only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger or reduce lunch times to limit the number of individuals in the designated lunch area. Signage displaying capacity limits and spacing identifiers will be posted to allow for proper social distancing.
- Meeting rooms will also have capacity limits but should be avoided by utilizing technology over face-to-face interaction when possible.
- Avoid using common areas.

Blueprint asks that staff and supported individuals please adhere to any additional guidance as it is provided.

Health and Safety Protocols

General Individual Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Use of alcohol-based hand sanitizer is recommended when hand washing is not an option.
- Cover coughs and sneezes with a tissue or on the inside of your elbow.

- Avoid touching your eyes, nose and mouth.
- Wear a face mask while working in the facility to protect yourself and others.

To help staff and supported individuals remain healthy, Blueprint has hand sanitizer stations and disinfecting cleaner available throughout the facility. Blueprint suggests that individuals wash their hands more frequently than normal as it is the most effective way to prevent the spread of germs.

Most importantly, staff and supported individuals are **required to wear face coverings** when in Blueprint. Masks are required at all times for Blueprint staff and supported individuals. Staff and supported individuals will be provided with an appropriate mask (cloth or paper depending on availability). You may provide your own face coverings in accordance with CDC guidelines if desired.

To ensure the health and safety of our staff and supported individuals. Blueprint asks for staff members and supported individual that are exhibiting any COVID-19 symptoms to please not attend Blueprint and contact their healthcare provider for further direction.

Below are the COVID-19 Symptoms indicated from the Center for Disease Control and Prevention and Indiana State Dept.

COVID-19 Signs & Symptoms:

- Fever or chills (fever 100.4 degree and above)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Cleaning and Disinfecting Protocol

Blueprint has implemented a cleaning and disinfecting protocol addressing the cleaning of common areas and other frequent high touched surfaces throughout the day. The frequency of this cleaning may change depending on the situation.

Proper cleaning and disinfecting supplies will be provided by Blueprint. Blueprint asks that all employees wear gloves during the cleaning process. Upon the completion of cleaning and disinfecting, all staff should follow the CDC guidelines for washing their hands with warm water and soap for at least 20 seconds.

Cleaning and Disinfecting:

All program area surfaces and supplies will be sanitized at least:

- Before and after morning and afternoon break.
- Before and after lunch.
- After supported individuals have left for the day.
- Anytime signs or symptoms of illness are displayed in the area.

Blueprint asks staff and supported individuals complete proper hand hygiene as part of the cleaning and disinfecting protocol. Blueprint has numerous sanitizer stations throughout the facility to assist with proper hand hygiene.

Handwashing throughout the day (staff and supported individuals):

- Handwashing/sanitizing is mandatory upon entering the buildings.
- Before and after both morning and afternoon break.
- Before and after lunch.
- Before leaving for the day.

Dining and Food Policy

Blueprint wants to ensure that all precautions are taken to protect our staff and supported individuals. We have implemented the following measures to ensure that we are taking all necessary precautions to ensure the health and safety of all individuals.

Blueprint Café meals are the preferred method of meal choice available for individuals and are recommended as it comes in a disposable meal container and all food is prepared in an ISDH approved kitchen.

If an individual chooses not to purchase meals through Blueprint Café, they must follow the guidelines below for all meals brought to and eaten while attending Blueprint.

All individuals' meals eaten at Blueprint must comply with the following:

- No reusable food storage containers, drinkware (cups, glasses, water bottles, etc.), dinnerware, or silverware may be brought in from outside the facility.
- All drinks must be in single use disposable containers and disposed of at end of meal.
- All food for lunches and snacks must be brought in single use disposable containers and disposed at end of meal.
- **No microwavable foods permitted.**
- Blueprint will provide bottled water for drinking as access to a water fountain or cooler is unavailable.

Dining during mealtime at Blueprint:

- All staff and supported individuals will maintain social distancing guidelines during mealtimes at Blueprint.
- All staff and supported individuals must wash their hands (or sanitize if unable to wash) prior to assisting with or eating a meal.
- Masks may be removed while dining.
- Under no circumstances are individuals permitted to share food with one another.
- Upon completion all meal containers and waste must be disposed of in waste receptacle.

Personal Items Policy

Blueprint wants to take all precautions necessary to ensure the health and safety of all staff and supported individuals in the facility. To assist with this Blueprint asks that all personal property that is not essential to the care of an individual be left at home and not brought to the facility. In the event a supported individual would need to bring personal property to support their care, we ask it to be contained to a reasonable size. Blueprint asks all items to be able to fit in a commonly found drawstring shoulder bag.

Reopening Timeline

With the constant evolving nature of the COVID-19 pandemic, developing an exact timeline for resuming “normal” programming at Blueprint is challenging. Cornerstone will continue to monitor all state and local guidance to determine the next steps for the transition through each phase of reopening Blueprint and will assess the progression before moving to the next phase.

At this time, we have developed a tentative phased reopening process for returning our supported individuals and staff.

The following protocols will be in place to ensure the number of people in the facility does not exceed each phase's limit number of individuals and to promote social distancing efforts:

- Staggered schedules- Blueprint will implement day specific schedules necessary to accommodate supported individuals and staff that will be used until all restrictions are lifted to minimize personal contact.
- Space modifications- Blueprint will modify the program space layout to create at least 6 feet of distance between individuals to reduce face-to-face interaction.
- Discouraged in-person meetings and visitors- until all social distancing requirements are lifted, Blueprint is discouraging in-person meetings and not allowing unplanned visitors. We understand that in some cases this will not be possible and ask that you contact Blueprint prior to visiting to ensure it is permissible. We ask that all individuals follow social-distancing guidelines and follow the mandated order to wear a face mask.

In addition to the protocols mentioned above, Blueprint may implement additional guidance during any Phase that is designed to promote safety for our supported individuals and staff.

Phase One (August 17 – August 28, 2020)

During Phase One- Blueprint will be open at a reduce capacity, limiting the number of people in the facility to 10. As part of the implemented Health Safety Policy, all individuals will be required to complete a health screening and wear a face mask upon entering Blueprint and must adhere to the recommended CDC social distancing guidelines. During this phase Blueprint will not be permitting visitors to the facility and all supported individuals will need to follow the scheduled arrival and departure times.

Phase Two (August 31 – September 18, 2020)

During Phase Two- Blueprint will advance the number of people in the facility to 15 pending no new restrictions or executive orders by the Governor. Like Phase One, all individuals will be required to complete a health screening and wear a face mask upon entering Blueprint and must adhere to the recommended CDC social distancing guidelines. During this phase, Blueprint will not be permitting visitors to the facility and all supported individuals will need to follow the scheduled arrival and departure times. During Phase Two all community-based activities will be limited to outdoor activities in areas well distanced from other individuals. These include but are not limited to visiting parks, walking trails, etc.

Phase Three (September 21, 2020)

Phase Three- Giving that there are not any new restrictions by the Governor or local officials, Blueprint will resume all in-facility programming at normal capacity to all supported individuals and allow in-person meetings and planned visitors. Like the other Phases, all individuals will be required to complete a health screening and wear a face mask upon entering Blueprint and must adhere to the recommended CDC social distancing guidelines. During Phase Three all community-based activities will still be limited in nature to ensure the health and safety of supported individuals to ensure that activities can adhere to social distancing guidelines in areas well distanced from other individuals.

Considerations

It's important to note that these phases are tentative and are subject to change based on state and local guidance, and the pandemic itself. Should a supported individual or staff test positive for COVID-19 after Blueprint reopens, this plan may be modified in effort to protect everyone. In addition, if cases of COVID-19 begin to spike again in our state or local area, careful thought and consideration will be given on the whether to remain open or close. Cornerstone recognizes that each supported individual and their team will need to make a personal decision as to when they should return to the facility based on individual circumstances. Please reach out to a member of Cornerstone Associates administrative team to discuss any questions or concerns you might have.