

## Notice to Consumers, Parents, and Partners

In light of COVID-19 spread in Texas, ARCIL, Inc. Administration has been monitoring the spread of COVID-19 and has taken steps to prepare locally. ARCIL puts the health and needs of consumers and staff first and foremost and our policies are a reflection of such. We are sharing this information as a way to communicate to consumers and staff that we are taking COVID-19 very seriously.

### ARCIL policy on COVID-19

1. ARCIL adopted a handshake free procedure.
2. Frequently touched surfaces will be wiped down regularly with sanitizing wipes.
3. A hand washing sign has been posted in our restroom.
4. Staff are not to come to work if they are symptomatic.
5. Visits to our facilities will be by appointment only.
6. If you are sick or experiencing flu-like symptoms - we will work with you to reschedule or hold a meeting on the phone.
7. Consumers, Parents and Partners will complete the Coronavirus Support Questionnaire before meeting with staff.
8. We are posting social distance requirements in our facilities including, limiting the size of classes to 10 or less, and keeping a distance of 6 feet or more from others.
9. We are making personal safety equipment (PSE's) and sanitizer available to staff and consumers that come to our facilities.

Our policy is precautionary so that we can continue to provide services and support to our consumers and the community with health and safety in mind.

### Coronavirus disease 2019 (COVID-19) FAQs

**What is COVID-19?** A respiratory illness that can spread from person to person.

**How does it spread?** The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through coughing or sneezing or touching a surface/object that has the virus on it.

**What are the symptoms?** Mild to severe respiratory illness with fever, cough, and shortness of breath, loss of sense of smell and taste.

**Who is at risk of serious COVID-19 illness?** All people are at risk of catching and spreading COVID-19. Older adults, people of all ages with serious underlying medical conditions like heart, lung, diabetes, kidney disease, etc. are at greater risk of serious illness and death caused by COVID-19.

### What can you do to prevent the spread of respiratory diseases (cold, flu, and COVID-19)?

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Wash your hands frequently for at least 20 seconds.
- Wear a mask when you are out in public.
- Keep a distance of 6 feet or more from other people.
- Limit gatherings to no more than 10 people.

The contents of this brochure were developed under a grant from the Administration for Community Living (ACL) COVID-19 Aid, Relief, and Economic Security Act of 2020 (CARES Act) Funding. However, these contents do not necessarily represent the policy of ACL and you should not assume endorsement by local, state, or federal government.

  
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## Reentry

To ensure the safety of staff and consumers returning to ARCIL offices after quarantine, the following steps are being taken by Administration prior to resuming on-site service delivery.

1. All ARCIL locations have been sanitized.
2. ARCIL adopted and posted safety procedures for staff and consumers.
3. ARCIL adopted a handshake free procedure.
4. ARCIL posted restroom procedures.
5. ARCIL will conduct non-invasive temperature checks of everyone entering the office.
6. ARCIL is providing sanitizing wipes in each employees office as well as sanitizing wipes dispensers and disposal in each bathroom at all ARCIL facilities.
7. ARCIL's staff will maintain cleanliness and sanitization of their work areas (as well as teaching consumers how to clean and sanitize their workstations and homes).
8. ARCIL is providing masks and gloves as needed to staff & consumers.
9. Initially all contact with consumers requiring services will be by appointment only.
10. ARCIL has set up one direction mapping in each office to minimize contact.
11. ARCIL staff, consumers, and visitors will maintain 6-foot distancing throughout the office.
12. ARCIL will conduct an additional day of deep cleaning each week.
13. ARCIL will utilize Blueair air purifiers at each ARCIL location.

## Rethinking Direct Services

**New services provided by ARCIL through special funding from the COVID-19 CARES Act:**

### COVID-19 Related Services and Supplies

**Purpose:** This funding is utilized to aid with goods and services that advance the safety and health of consumers before, during, and after the delivery of direct services and activities intended to address COVID-19 related needs. ARCIL Board of Directors has passed and will pursue assistance to consumers in the following areas:

#### Sanitizing Resources

**Purpose:** Providing sanitizing resources to consumers like hand sanitizer, disinfectant spray, mask and, gloves. As well as health related items like toothbrushes, toothpaste, bath soap etc.

#### Food Insecurity (temporary)

**Purpose:** Provide food to consumers who are experiencing food insecurities. Partnering with local agencies that address food insecurity as well as purchase and delivery of nonperishable groceries to address food insecurity.

#### Rental and Mortgage Assistance

**Purpose:** Provide consumers with temporary, emergency rental and mortgage assistance. The payment will be made directly to the landlord.

#### Utility Assistance

**Purpose:** Provide temporary, emergency assistance with paying utilities (e.g. Electricity and water) to keep them from being disconnected. The payment will be made directly to the utility company.

### Prevention of Institutionalization

**Purpose:** Provide services to prevent consumers from being institutionalized and to remain in their communities.

### Deinstitutionalization:

**Purpose:** Provide services and activities to assist people with disabilities to move from an institutional setting to a home in a community-based setting (HBC)

### Technology and Training

**Purpose:** To increase independence for individuals with disabilities to expand and/or utilize technology including support needed to provide instruction on the use of social media for training, communication, and other uses. A consultant will be hired to aid staff and consumers in becoming fully aware of the benefits of social media. ARCIL will purchase technology (hardware/software) for consumers and staff to achieve this purpose.

### Adaptive and Assistive Technology and Training

The COVID-19 CARES Act Special Funding may fund projects for assistive technology directly related to the disability and COVID-19. Sample of these activities include but are not limited to:

- Mobility Aids
- Physical modifications such as grab bars, ramps, access to work
- Adaptive switches and utensils
- Devices to help perform tasks such as cooking, dressing, grooming, home accessible such as thermostats, doorbells, door alarms, smoke alarm are just a few examples
- Bathroom retrofitting, including installation of grab bars, roll-in showers, and accessible sinks and toilets
- Improving the accessibility of kitchens
- Lowering or adjusting shelving in closets
- Installation of visual aids and audible alarms
- Computer software and hardware such as voice recognition programs
- Computer software Cognitive aides including computer or electrical assistive devices
- Training and technology used with the intent to continue activities remotely including computer, webcams, headsets, and other aides

### Eligible Beneficiaries

The individual must have a significant disability to receive assistance for services and activities intended to address COVID-19 related needs. Only active consumers with an Independent Living plan are eligible.

Meeting eligibility requirements, and ARCIL's availability of funds, will determine if services are available.

## Special Thanks To:

**Kim Gibson, Executive Director, disABILITY Link the Center for Rights & Resources**  
**Joe Rogers, Chief Executive Officer, PILC Panhandle Independent Living Center**

# If you are at higher risk,

**the Center for Disease Control and Prevention (CDC) recommends you:**

- Stay at home as much as possible if COVID-19 is spreading in your community.
- Make sure you have access to several weeks of medications and supplies in case you need to stay home for prolonged periods of time. Visit the website to view the [CDC Plan Ahead and Be Ready guide](#).
- When you go out in public, keep away from others who are sick, limit close contact and wash your hands often.
- Avoid crowds, especially in poorly ventilated spaces.
- Avoid cruise travel and non-essential air travel.
- Stay up to date on CDC Travel Health Notices.
- Wear masks when out in public.
- Plan now for what you will do if you, or people you rely on for support, become ill.
- If you have any questions or concerns about your preparation for COVID-19, don't hesitate to reach out to ARCIL staff.

## Resources

**Administration for Community Living:** "What do Older Adults and People with Disabilities Need to Know?" <https://acl.gov/COVID-19>

**Center for Disability Rights:** Action Steps for Attendant Service Users in Response to Coronavirus Disease 19 (COVID-19) <http://cdmns.org/blog/programs-services/action-steps-for-attendant-service-users-in-response-to-coronavirus-disease-2019-covid-19/>

**Centers for Disease Control and Prevention:** Comprehensive guide to coronavirus disease 2019 (COVID-19) <https://news.nnlm.gov/gmr/2020/02/covid-19-coronavirus-for-public-libraries/>

**The Center for START Services:** COVID-19 Resources (Resources geared toward supporting individuals with IDD and their families, including resources for language access and translated materials are being updated daily) <https://www.centerforstartservices.org/covid-19-resources>

**Video:** What You Need to Know About Coronavirus (In ASL) What You Need to Know About Coronavirus (In ASL) [https://www.youtube.com/watch?v=Uu7PRKGK1\\_s&feature=youtu.be](https://www.youtube.com/watch?v=Uu7PRKGK1_s&feature=youtu.be)