



March 13th, 2020

Dear Jubilee Community:

Jubilee is working closely with state and county health officials to take appropriate and necessary precautions to keep our community safe during the rapidly evolving COVID-19 pandemic. The health and safety of the people we support and of our employees is our top priority. I want to share with you the steps we are taking at this time.

Stay Home from Day Activities

Effective Monday, March 16, we strongly encourage all people supported by Jubilee to stay at home and not attend day programs, jobs, and volunteer activities. Our default will be for people to stay home, with exceptions made as necessary out of respect for individual liberties. Jubilee will adjust its staffing to support people in their homes during daytime hours on weekdays.

This decision is in line with the state's decision to close public schools and ban large gatherings, as well as the CDC's [most recent guidance](#) for assisted living and long-term care settings. As of this writing, we are aware that some (but not all) day service providers are suspending services. We are in close communication with our counterpart service providers to coordinate staffing among the agencies.

We know this is a big change, and that this is a burden for the many people who enjoy and are typically encouraged to be social and productive. I want to be clear: people are not housebound and can still be engaged in life. Go for a walk, exercise, read a book, create art, rent a movie, Facetime with friends. But please avoid movie theaters, the mall, and other gathering places with large groups.

Symptom Tracking and Temperature Monitoring

We are actively tracking all symptoms among clients and staff to make sure we are minimizing the risk of transmission. In addition, we are asking all people present in houses and apartments where we provide supports to begin taking their temperatures twice daily. This includes people we support, direct support professionals, and any visitors.

All staff who exhibit symptoms are required to stay home. We have adjusted our sick leave policies so that people who feel sick are not tempted to come to work. Jubilee already provides paid sick leave for all staff and is now temporarily providing extra paid leave for staff with flu or flu-like symptoms.

Fashion Show, Activities, and Meetings

Unfortunately, we have made the difficult decision to cancel our much-anticipated fashion show planned for April 18. There was a lot of excitement and hard work on the part of our models, staff, board, and designers, and we did not come to this decision lightly. We will be communicating more about this cancellation in future communication.

At least through the end of March, we are suspending activities such as Reaching Out, Wellness Wednesdays, Salad and Movie Night, Client Council, Fiber Arts, Faith Exchange, and non-critical training sessions. The Client Council retreat at National Harbor that was scheduled for the end of March will be rescheduled. Meetings that are not canceled will be held remotely using a conference call and/or with participants maintaining as much distance as possible in meeting rooms.



Limiting Home Visits and Closing Office to Visitors

All visits by families, friends, and others not needed for direct support are strongly discouraged. Visitors should balance the importance of your visit with the risk exposure caused to the community. Please keep in mind that many of the people Jubilee supports, and some of our staff members, belong to vulnerable populations most at risk from the virus. If you decide to visit, please consider taking a walk outside the home and doing other things that allow you to limit contact with people in the home. If you answer yes to any of the following questions or have a fever, the visit will be canceled:

1. Do you have a fever and/or new or worsening cough or difficulty breathing?
2. Did you travel outside of the U.S. in the last 14 days?
3. Have you been in close contact with a person who is ill and has traveled outside of the US in the 14 days before their illness onset?
4. Have you been in contact with someone diagnosed with Coronavirus Disease (COVID-19)?

Jubilee staff will do everything we can to support remote communication with friends and loved ones. Volunteers at the homes should also suspend their visits at this time.

The Jubilee office is closed to visitors and non-essential staff and volunteers. Direct support professionals (DSPs) who need to come in for supplies and checks should contact Bethany Coomes first so that we can have the supplies ready in advance.

Communication and Coordination

These decisions have been made in the best interest of the people we support, taking into account the latest guidance from public health experts. We will communicate any changes or updates via email and on our website.

Beginning Monday, I will also be available from 12:30 p.m. to 1:00 p.m. daily on weekdays via a conference call to answer any questions. I have always had an "open door" policy, and I hope this daily call serves as a chance to communicate directly with direct support professionals and other staff, the people we support and their families, volunteers, and board members.

Dial in Number: (929) 205-6099

Meeting ID: 143 179 387

<https://zoom.us/j/143179387>

One tap mobile +19292056099,,143179387#

(no participant ID required)

The first point of contact for DSPs, clients, and families should be program managers. Julia McCune, our Director of Administration and Acting Director of Program Services, will serve as our point of contact during this emergency. She can be reached at 301-949-8628 ext. 106 or at jmccune@jubileemd.org.

I encourage everyone to remain vigilant in taking preventive measures to stop the spread of disease, including limiting being in large group situations. Wash hands frequently and thoroughly, avoid touching your face and any unnecessary physical contact. Clean and disinfect frequently touched objects and surfaces in homes and vehicles.

Thank you for your trust as we navigate this situation, we remain confident that our actions and preparations will help keep our community healthy.

With gratitude,

Steve Keener - Executive Director