The Coronavirus COVID 19 has significantly disrupted business pattens globally, due to its ability to spread rapidly. Most people who contract the disease have only mild symptoms. It poses more of a danger to the elderly, those with lung problems and others with compromised immunity. Thankfully, children seem to be able to recover from it better than adults. The greatest threat is not illness at our sites but unwarranted public panic and the possibility that as with any illness (flu or cold), widespread sickness will impact our ability to deliver programs due to lack of staffing. During this period of heightened public concern, it is essential that our message to the community is that we are open for business, that proper precautions can help people avoid the virus and that we are prepared to manage client interactions in a positive way and plan for agency continuity while the virus and public concern persist.

As the situation unfolds, NMCAA continues to coordinate closely with public health authorities, taking our cue from federal, state and local officials well versed in epidemiology. We rely solely on trusted government websites for information in responding.

NMCAA is currently focusing its efforts in three areas:

* Messaging our concern for clients and staff
* Managing hygiene wherever we operate
* Preparing for potential changes or disruptions in service delivery

**Signage**

All entrance doors and public spaces are to be signed with visible, common posters reminding clients and staff:

* Wash your hands, frequently and thoroughly with soap and water for 20 seconds
* Avoid touching face, eyes, mouth or nose
* Please cough into tissue (or elbow), not your hand. Dispose of tissue and wash hands
* Please do not enter if you are experiencing persistent cough, sneezing or runny nose or you have a fever of over 100 degrees
* Please refrain from shaking hands or otherwise touching for the duration of the contagion.

**Heightened Disinfectant Procedures**

In work areas and public spaces:

* Wipe down plumbing fixtures and light switches daily
* Wipe down electronic equipment daily
* Wipe down kitchen appliances daily
* Wipe down any shared items such as copiers, phones, door handles, tables, etc.
* Make hand sanitizer available in public areas (as available).

**Health Monitoring**

* If you are coughing, sneezing or have a fever of over 100 degrees, stay home until you are asymptomatic for 24 hours. A doctor’s note is not required
* If household contacts are ill with suspected Coronavirus, do not report to work.

**Travel, Meetings and Conferences**

* Currently, there are no travel bans in the continental United States. At this time, staff may continue to travel at their own discretion. Staff who are uncomfortable traveling out of the area may elect not to go
* Staff are encouraged to minimize face-to-face meetings while the Coronavirus/COVID 19 outbreak continues. Substitute virtual alternatives such as Zoom or conference calling
* Staff are strongly encouraged to use protocols such as avoiding handshakes. Meeting hosts should sterilize surfaces in meeting rooms before and after any meeting.

**Agency Closure**

* NMCAA’s bias is always against closure. People need our help. However, we will consider closure in conjunction with public health authority advice to prevent or contain viral spread
* If closure is necessitated, it will be evaluated on a building-by-building basis. We will not close agency-wide except on recommendation of public health authorities
* In the event the Agency is declared closed, staff will be credited normal hours that would have otherwise been worked.

**Information**

* For accurate, up-to-date information about COVID-19, visit:
* [Michigan.gov/Coronavirus](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDEsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDAzMTIuMTg2MTA4MjEiLCJ1cmwiOiJodHRwczovL3d3dy5taWNoaWdhbi5nb3YvQ29yb25hdmlydXM_dXRtX21lZGl1bT1lbWFpbCZ1dG1fc291cmNlPWdvdmRlbGl2ZXJ5In0.U0Yqa9oGZkoQvUaH8IY9BkpvebD2uNPVcI_SNqEx_gs/br/76020211878-l)
* [CDC.gov/Coronavirus](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDIsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDAzMTIuMTg2MTA4MjEiLCJ1cmwiOiJodHRwczovL3d3dy5jZGMuZ292L0Nvcm9uYXZpcnVzLz91dG1fbWVkaXVtPWVtYWlsJnV0bV9zb3VyY2U9Z292ZGVsaXZlcnkifQ.yg2hjNYuyagJr8TBt8XqKclfNmL27_yXOZmjowN2Wxc/br/76020211878-l)