



TO: Opportunities, Inc. Employees, Participants, Families and Partners
FROM: Barbara LeDuc, President/CEO
SUBJECT: Coronavirus Update/Protocol
DATE: March 12, 2020

The headlines are full of stories about the Novel Coronavirus (COVID-19). There is global concern as known cases and exposure increases; however, at this time, the total impact of this pandemic is unknown. Opportunities, Inc. always seeks to put the health and safety of its Employees, Participants, Families and Partners first and foremost, and as such, is taking necessary steps to ensure this during this outbreak.

During cold and flu season, Opportunities, Inc. promotes best practices in containing the spread of illness, due to the nature of our work and, as many of our Participants are medically fragile and may live and work in group settings, putting them into a high-risk category. The elevated concern of the Coronavirus means we must be even more proactive, aware and vigilant.

We ask that everyone cooperate in taking steps to reduce the transmission of communicable disease. Please be cautious but do not panic. Please remember these basic best practices:

- Encourage proper handwashing
 - Frequently, with warm, soapy water for at least 20 seconds
- Cover-the-cough
 - Cough or sneeze into a tissue or sleeve
- Avoid people who are sick with respiratory symptoms
- Anyone with a fever and cough is encouraged to stay at home
- Be responsible for individual and shared work space “touch points”
 - Clean frequently touched surfaces at the beginning and end of each work day

An **Opportunities, Inc. Task Force** has been formed that monitors updates from the Centers for Disease Control and Prevention (CDC) and is in close contact with state and local health authorities. The Task Force will immediately share any information you will need in the future including updates to protect yourselves, your employees and the participants.

Please contact Ann Janquart, Vice President - Employee Services, 920.563.2437 x4602 or ajanquart@oppinc.com with any questions or concerns.

Thank you for your support in minimizing the spread of the Coronavirus and other viruses in our organization and communities.

Credible updated resources:

- [DHS COVID-19 webpage](#). *(continuously updated, links to new resources)*
- [Know the Facts About COVID-19 and Help Stop the Spread of Rumors](#)
- [Stigma Related to COVID-19](#)
- [COVID-19 YouTube channel](#)

Opportunities, Inc.
Success Through Service
www.oppinc.com 800.314.4567