



Dear Families and Participants of ISAIL Red Hook,

With this letter, I would like to welcome you back to in person services as we take the first step to re-open our ISAIL Red Hook day program. I want to review with you what protocols we have put in place to keep you and your family safe and what we will be asking of you and your participants to adhere to and adjust to with a new routine.

The ISAIL staff met on Monday, 8/10/2020 to be sure all are properly trained on protocol to keep everyone safe including sanitization procedures, proper hand washing, distancing and procedural adjustments which are in place to keep everyone healthy. Staff will always wear a mask and will take rotating lunch breaks apart from the group in order to limit exposure. All commonly touched surfaces will be regularly sanitized in both the program and the vehicles. We will have a staff designated to make sure this is done on a regular schedule and after each used, as needed. We will be limiting entry and exit to one door and that will be the door on the side with the parking lot. The door by the sidewalk will not be utilized in order to monitor who is entering and screen everyone properly.

Upon pick up for program we will be taking the temperature of the participant with a no touch thermometer. If the thermometer reads over 100 degrees, they will not be allowed on the vehicle. We will ask the screening questions, attached on the following page. If anyone in the participants household has a temperature or answers positively to the screening questions, we will ask you please notify us immediately and keep the participant home. All participants must wear a mask in the vehicle and at program. If they can only tolerate a face shield and not a mask, they will need to wear a mask for transport or need to be transported themselves. A face shield is acceptable for program where we can socially distance, but not for transport. Temperatures will be taken upon arrival to the program space (again or initially) as it is required. Immediately upon entry of any participant, staff or visitor, hands will be immediately washed or sanitized. If dropping off, participants will be screened with questions and temperature prior to entry. We are only allowed to have essential visitors enter the building which means that parents and family members are unable to enter at this time. This includes during drop off and pick up. Please wear a mask to walk your participant to the door and remain outside while we ask screening questions and take temperature. If you prefer to call us from the car we can come out and ask the questions and walk the person into program. As with transport, if temperature reads over 100 or there is a positive answer to any question entry will not be granted. Everyone participates in this same screening including participants, staff and essential visitors.

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At In Flight, Inc. we empower people with intellectual and developmental disabilities, to reach for hopes and dreams, and support a meaningful quality of life.

Our vehicles and program space will be adapted to keep everyone safe. Our vehicles will be limited to 50% capacity for transport and all activities. ISAIL space has been blocked out to ensure six feet spacing between all participants. Group sizes will never exceed 15 people, 50% capacity of vehicles or anything larger than our space allows to properly distance. Visual prompts are placed throughout the building on the floors, walls and tables and staff will be spends a great deal of time going over this with everyone as a part of daily lessons. We ask that you please limit any personal belongings. We do not have space to store and sanitize belongings outside of a lunchbox. Please pack a lunch each day. We are unable to go out and purchase lunches and unable to share food based on regulations, at this time. We are able to take turns to heat lunches if needed. Lunches that do not need heating are best. Community activities will be limited to outdoor only at this time, with space from others in the public. Additionally, we will let you know if an outdoor activity is planned for the following day. Please apply sunscreen prior to arrival to program to limit close contact for application during program.

We will continue to communicate any updates to policy and procedures to you on a regular basis. Additionally, I would like to update you on the staffing at ISAIL Red Hook. Just before closure, Dan Lewis chose to take a different position at In Flight, we thank him for his time at ISAIL and he is doing well in this new position. We would like to welcome our new coordinator Natalie Charles! She reached out via phone last week to introduce herself. We are thrilled to have Natalie's leadership and creativity as a part of our new team. Tammy Argueta, DSP and Angela Gardner, Manager of both ISAIL programs, continue to provide excellent support and services. We also have a new DSP, Mary Au Claire who will be working part time for Red Hook ISAIL. Please welcome Mary and Natalie when you see them!

Thank you for your care and attention to these details above to help ensure we are keeping everyone in our program safe and healthy. Welcome Back! We missed you!

Respectfully,

Jennifer Wells
Director of Day and Community Programs
In Flight Inc.