



Highland County Board of Developmental Disabilities COVID Protocol

In the wake of the increase in COVID cases in our area, Highland County Board of DD felt it was important to make those we serve, families, and the community aware of our COVID protocol.

HCBD offices are open for normal business hours, Monday through Friday from 8am until 4pm. However, HCBDD has a COVID-19 plan in place. Therefore, we ask that everyone adhere to the following guidelines:

- Visitors are by appointment only. Anyone needing to contact the office should continue to do so through the contact numbers provided to you by our staff.
- Do not enter the building if you feel sick
- A face mask is REQUIRED.
- Maintain a distance of 6 feet between people.
- Leave at risk people at home when possible.

In addition to the above guidelines, staff are taking additional precautions to ensure the safety of all by completing the following steps:

- Nightly cleaning of the administration and preschool buildings with focus on commons areas, doorknobs, light switches, bathrooms, and classrooms.
- All staff are required to wear a mask that covers the nose and mouth in all public areas, including classrooms.
- Temperatures are to be taken each day before work, preferably before leaving home but at least before entering the work site.
- Frequent handwashing is required.
- No congregating between staff such as eating lunch together, unless socially distanced and in an outside venue.
- All home visits and meetings for all staff require mask wearing, temperature monitoring, hand hygiene and meeting outdoors if possible. Virtual visits are preferred when appropriate.
- Private office space is a priority. Shared office space requires scheduling to ensure no two staff are working at the same time. Physical distance between staff is a priority.
- Most staff continue to work with the hybrid model, working in the office a short time each week and primarily working from home.
- Preference for meetings will continue to be virtual using "TEAMS" or another virtual platform.

We continue to work closely with the Highland County Health Department regarding exposure and quarantine guidelines.

We would like to thank you for your support as we continue to navigate through this pandemic and adjust our services to ensure quality care to those we serve.