



At Vision Support Network, we are committed to putting our people first. With COVID-19 officially listed as a pandemic by the World Health Organization (WHO). We have updated our policy **Environment of Care and Safety (E)(3) Infection Control 5122-26-12 (E)(3)** to reflect the current Covid-19 pandemic. VSN will adhere to all federal, state, and local recommendations and guidance.

Disclaimer: This document reflects our best knowledge at the time of writing and will be continually updated to incorporate new learnings as they surface. Below is a generalized list of common Covid-19 symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

We have implemented a number of guidelines that will help us reduce exposure to and transmission of a range of illnesses, including novel coronavirus (Covid-19). **See VSN Guidelines below.**

During this time, we want to emphasize:

1. **Communication with your counselor** is very important. Please inform your counselor if you are experiencing any of the symptoms listed above.



2. In the event of a lockdown, we have implemented the adoption of **virtual technologies** to better enable remote services. We will continue to make sure that we have the right infrastructure, knowledge and best practices in place to ensure our success and continuity of operations.
3. **Social Distancing:** Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.
4. Wear a face covering (mask): Center for Disease Control (CDC) recommends that you wear a **mask** in public settings around people who don’t live in your household and when you can’t stay 6 feet away from others. Masks help stop the spread of COVID-19 to others.
5. **Hand Washing:** Soap (detergent) containing an antiseptic agent at a concentration sufficient to inactivate microorganisms and/or temporarily suppress their growth. The detergent activity of such soaps may also dislodge transient microorganisms or other contaminants from the skin to facilitate their subsequent removal by water.

Of course, we will monitor incoming COVID-19 updates from federal, state, and local health agencies. Please sign the disclaimer, acknowledgment, and agreement form provided with this policy update. We thank you for your understanding and patience.

Sincerely,

Vision Support Network