



# Muskingum County Board of Developmental Disabilities

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**Kellie Brown**  
Superintendent

TO: ALL MCBDD STAFF

**Jordon R. Searls**  
Administrative Services

FROM: Kellie Brown, Superintendent *KB*

**Stephanie Neuhart**  
Business Manager

DATE: March 11, 2020

**Melinda Russell**  
Human Resources

RE: Corona Virus/Contagious Illness Protocol/Procedure (As of March 11, 2020)

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1304 Newark Road  
Zanesville, Ohio 43701  
Voice: 740-453-4829  
Fax: 740-450-9227

As you may be aware, on March 9, 2020 Governor DeWine issued a state of emergency for Ohio due to the increased exposure to the corona virus. We are monitoring guidance from the Ohio Department of Health and the Zanesville/Muskingum County Health Department.

To ensure that we are taking reasonable steps to protect the people we support, their families and our employees, we have immediately enacted the attached protocols and procedures to reduce possible exposure. Please keep in mind that these guidelines can change. If they do, you will be notified and provided with revised information.

**Chanda L. Busse**  
Community Services

1401 Bussemer Lane  
Zanesville, OH 43701  
Voice: 740-453-4829  
After Hours On-Call:  
888-905-0787  
Fax: 740-455-4186

If you have any questions, please call my office or see Melinda Russell or Christine Ross.

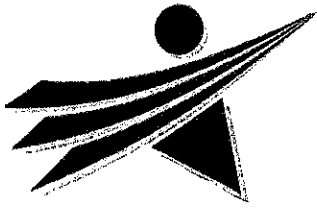
**MaryAnn Cluse**  
Starlight School

1330 Newark Road  
Zanesville, OH 43701  
Voice: 740-455-4176  
Fax: 740-450-9225

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Working in partnership with individuals with developmental disabilities and their families  
Providing opportunities utilizing public and private supports to live, learn, work, and play in the community.

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# Muskingum County Board of Developmental Disabilities

MCBDD Protocols and Procedures

COVID-19 (Corona Virus)

As of March 11, 2020\*

\*(subject to change following new/revised guidance from the Ohio Department of Health and/or Zanesville/Muskingum County Health Department)  
EXPIRES April 10, 2020 unless otherwise advised

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## Home Visits:

Call your contact no more than 24 hours in advance to verify that there is no one living in the home that is experiencing flu-like symptoms or has recently been diagnosed with the flu or similar contagious illness. If so, then reschedule the meeting to at least 14 days later. Before attending the rescheduled meeting, follow the 24-hour call prior to meeting. If symptoms continue, reschedule an additional 14 days out. Additionally, the option of virtual meetings is a possibility, get with Kyle to discuss options.

Any rescheduled meetings MUST be reported to your immediate supervisor who will be keeping track of these occurrences in the event that we need to report this information. We are consulting with DODD to determine how this may impact deadlines.

## In-Office meetings (people we support, families, etc.):

Contact the individual and/or guardian or responsible team member to verify that the person you are meeting with is not experiencing any flu-like symptoms or was recently diagnosed with the flu or similar contagious illness. If so, then reschedule the meeting to at least 14 days later. Before the rescheduled meeting, contact the person again to make sure their symptoms have improved and they are well. If not, then reschedule the meeting again to at least 14 days later. Additionally, the option of virtual meetings is a possibility, get with Kyle to discuss options.

Signs will be posted throughout the lobby encouraging visitors to use hand sanitizer. Front desk staff will remind all visitors to please use hand sanitizer. If they refuse, we still need to hold the meeting. Following all meetings, the staff who coordinated the meeting is responsible for wiping down all tables, chairs arms, door knobs and any other surface that may have been used with Clorox wipes. This is to be done following EVERY meeting.

## School Visits:

We will continue attending meetings at schools as long as they remain open. Staff are encouraged to use hand sanitizer before and after all meetings.

## Staff:

If you are ill, it is highly recommended that you make the decision to stay home. You may use your leave time. If you do not have time to use, please see Melinda to discuss options. When you enter the building, please use hand sanitizer/wash hands and do so throughout the day. If you have any questions, please see your supervisor or Melinda.

## Internal and External Trainings/Meetings:

If you have a non-mission-critical training or meeting that you are scheduled to attend, please see your immediate supervisor to discuss not participating. Mission-critical meetings are still required, unless cancelled by the organizer.

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