



# Muskingum County Board of Developmental Disabilities

Starlight Programs

Public Notice:

Date May 4, 2020

Muskingum County Board of Developmental Disabilities Response to COVID-19/Coronavirus and the re-opening of Business.

We continue to monitor the situation with the COVID-19 as community spread continues in Muskingum County, the State of Ohio has continued its public state of emergency, and thus we **have issued the following Business Plan for Reopening.**

At the Muskingum County Board of Developmental Disabilities (MCBDD), we will continue to base our decisions on the fact that we serve a vulnerable population that requires access to our services and supports. Therefore, we have a responsibility to do everything we can to make sure we are not putting people at risk.

Our response plan:

- MCBDD administrative office will continue to operate with limited access through June 30, 2020. Visitors are not permitted in the buildings unless they have an appointment scheduled. All visitors are required to have their temperature checked prior to entering any board office and must wear a mask at all times. Those needing to contact the Board are encouraged to call 740-453-4829.
- MCBDD Administrative staff who have been given the authority to telework as much as their position/job permits will be given permission to continue to telework with a revised schedule to begin transitioning to work at the board office using a staggered basis. These employees who are teleworking will remain available to the program and to those on their caseload by phone and/or email, and may be required to have in-person visits if the individual/family requires an in-person meeting.
- Employees have been asked to continue to limit the number of in-person meetings only to those that are necessary or those that their job function requires direct care.
- Employees are being provided access with technology to hold meetings virtually via Google Meet, which includes phone and video access.
- Employees are required to maintain a minimum 6 feet between people and where that cannot be achieved barriers have been installed.
- Employees are required to wear masks while at the Board offices (unless they are inside their personally enclosed workstation) AND when conducting board business outside of the office. Employees are required to practice regular handwashing.
- Maintenance employees disinfect all doors, light switches, and appliances 3 times per day.
- Employees are required to disinfect their desks/workstations at the beginning of the workday and at the end of their work day.
- Employees shall stagger their lunch breaks in order to maintain social distancing while eating.

Employees are required to report to the school each morning to have their temperature checked and have a health assessment performed. **Employees who are symptomatic or showing signs of illness shall stay home in an effort to not spread the illness.**

**Kellie Brown**  
Superintendent

**Jordon R. Searls**  
Administrative Services

**Stephanie Neuhart**  
Business Manager

**Melinda Russell**  
Human Resources

1304 Newark Road  
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Starlight School

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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.

**An Equal Opportunity Employer and Provider Of Services**



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- Employees are able to use any accrued leave to stay at home and should call Melinda Russell if they have questions regarding leave.
- Any employee who is suspected to have COVID-19 is to contact their supervisor or Melinda Russell immediately in order for deep sanitation of their work area.
- Any and all agency events continue to be cancelled. This includes training, advocacy events, play groups, etc. We will provide updates via social media regarding these events.
- We will continue to monitor this situation closely, adhering to recommendations from public health officials, and we will update our stakeholders as needed.
- We remain committed to being there for the people we serve.
- If you have any specific questions, feel free to call your Service and Support Administrator (SSA) or Early Intervention Developmental Specialist or call 740-453-4829. In case of emergencies, please call 1-888-905-0787.

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