

Greetings to you all,

This is to reaffirm the actions which are being taken by Fraser, Ltd., to keep everyone safe during the next few weeks as we travel this road together.

**THANK YOU FOR KEEPING YOUR HEADS AND REPORTING TO YOUR JOBS EACH DAY. THE CHILDREN AND PEOPLE WE SUPPORT ARE ENTIRELY DEPENDENT ON YOUR PROFESSIONALISM AND ETHICAL BEHAVIOR. IT IS IMPORTANT TO KEEP THINGS IN PERSPECTIVE.**

***FAMILIES AND GUARDIANS, FRASER EMPLOYEES, PLEASE BE ASSURED WE ARE FOLLOWING CURRENT BEST PRACTICE.***

### **Collaborative Efforts to be proactive**

We are monitoring almost hourly all news related reports on the virus. Additionally we are in contact with other providers of child care and health services, specifically those whom we share mutual clients. We are taking direction from state and local health officials, and national associations.

### **Preventative actions**

1. Posters which remind *families & staff* to follow hand washing and sanitation protocols are going out Friday 3/13.
2. All scheduled meetings will be reviewed for cancellation and rescheduled when possible. This review includes meetings for people supported, clients of Valley Hope and business related meetings. **NO ACTION TO CANCEL MEETINGS IS BEING TAKEN AT THIS TIME.**
3. People arriving for meetings at any Fraser location will be asked if they have traveled out of the country within the last 14 days or been in contact with anyone having flu symptoms. A yes answer will require them to attend the meeting via an intranet connection.
4. Guests arriving at a Fraser site will be asked to wash their hands or if available they will be asked to use sanitizer.
5. **EMPLOYEES** returning from spring break are required to report their travels to their immediate supervisor. Human Resources will be informed immediately and a plan for the employee will be reviewed.
6. **FAMILIES** dropping off and picking up children **PLEASE LET YOUR CLASSROOM TEACHER** know if you have traveled outside of the country or have been in contact with anyone displaying flu symptoms. We can make arrangements to meet you at the door for drop off and pick up.
7. Limit visits within the community to as needed.
8. AVOID handshaking, hugs within the work place.
9. **STAY INFORMED AND FOLLOW SUGGESTED GUIDELINES.**

### **Suggested procedures to PREVENT THE SPREAD OF COVID-19**

- **AVOID contact with sick people.**
- **AVOID TOUCHING your eyes, nose, and mouth.**
- **Stay home if sick.**
- **Cover your cough or sneeze with a tissue and discard it properly.**
- **Frequently clean and disinfect flat surfaces or objects which are frequently touched. Leaving the cleaner on the surface to air dry is recommended, but follow manufacturer's directions.**
- **Facemasks should be worn by those infected with the virus. We do not have anyone in our community which has been diagnosed with this virus.**
- **Wash your hands with soap frequently for at least 20 seconds after using the bathroom, blowing your nose, coughing or sneezing and before eating.**

## **PROPER HAND WASHING TECHNIQUE**

- 1. Use warm running water to wet your hands while rubbing them with soap.**
- 2. Rub your hands together being sure to lather the back of your hands and under your nails.**
- 3. Scrub your hands thoroughly for at least 20 seconds.**
- 4. Rinse your hands under running water to remove soap, dirt and GERMS.**
- 5. Dry your hands WITHOUT rubbing them together. Use a paper towel or CLEAN towel to keep bacteria counts low.**

- **Hand sanitizers should be used after dirt or food is removed from your hands. If a sanitizer is being used in place of soap and water it should contain at least 60% alcohol. Rub the sanitizer all over your hands and between your fingers until they are dry.**

### **What to expect from Fraser Ltd.**

1. Continue to monitor your emails, check the Fraser website, Facebook and Brightwheel for related Fraser information on the virus.
2. We are currently reviewing our organizational calendar for the balance of March and will update everyone regarding virus related changes.
3. We are reviewing our crisis plan now in consideration of possible quarantine efforts which may be necessary in future for our child care, drop in center, residential sites and office staff. We **will not** implement any quarantine efforts until notified by officials to do so or until we determine a necessity.

### **Resources which may interest you**

[www.fraserltd.org](http://www.fraserltd.org)

<https://www.ndhealth.gov/localhd/> This site will have information specific to your community.

NDDoH health hotline ...866-207-2880 from 7 a.m. to 7 p.m. Monday through Friday. Individual health care advice will not be available at this site.

[www.health.nd.gov/coronavirus](http://www.health.nd.gov/coronavirus) is the CDC website.

[www.health.nd.gov/coronavirus](http://www.health.nd.gov/coronavirus) is the NDDoH website for updated and timely information.

[Novel Coronavirus \(COVID-19\) Fighting Products pdf icon external icon](#). Lists EPA approved cleaning products.

**THANK YOU ALL FOR YOUR ATTENTION AND COMPLIANCE ON THIS IMPORTANT ISSUE.  
Please share this information with your family member or staff to assure the message has been received.**

Sandra Leyland  
CEO/President  
Fraser, Ltd.