



612 Adams Avenue, La Junta, CO 81050  
(719) 384-8741 / info@inspirationfield.org

March 17, 2020

Dear **InspirationField** Persons Receiving Services & Families, Employees, Host Home Providers, Volunteers, and Vendors:

In these uncertain times, I am reaching out to each of you personally about what we are doing here at **InspirationField** to support the individuals in service. We completely understand that this pandemic is very serious and has affected the entire community and the world we live in. First and foremost, we strongly urge everyone to remain level headed during this crisis.

**InspirationField** has been closely monitoring information related to the Coronavirus, which is also referred to as COVID-19. **InspirationField** has implemented our best practices in accordance with the various entities and licensing agencies: Colorado Health Care Policy & Financing, Colorado Department of Public Health & Environment, Centers for Disease Control and Prevention, etc. Because of **InspirationField's** healthcare-related approach, the prevention of the spread of communicable diseases and infectious diseases is a top priority for the individuals we support and our valued employees.

**InspirationField** is committed to ensuring the health, safety, care and welfare of each individual in service and providing a healthy work environment for all employees. First and foremost, we are promoting and asking everyone for your help with the following:

- ★ Consistently wash your hands or use hand sanitizer
- ★ Please stay home if you are sick or showing common signs of fever, coughing and/or shortness of breath
- ★ Avoid touching your mouth, nose and eyes
- ★ Practice social distancing by keeping at least three feet between yourself and anyone else.

Effective immediately and until further notice, **InspirationField** has taken the following steps in an effort to minimize the spread of COVID-19 within our 12 facilities:

- ★ Postponed the annual St. Patrick's Dinner/Talent Show scheduled for tonight
- ★ Cancelled the agency movie night (Close Encounters of the Third Kind) scheduled on March 23
- ★ Suspended delivering Meals on Wheels
- ★ Cancelled Day Habilitation (Programming) within the Day Program site at 612 Adams Ave. Instead, Day Program will be conducted in smaller groups within the residential sites.
- ★ Staff are sanitizing the entire Day Program site at 612 Adams over two days so the program area will be clean once the individuals return to the site.
- ★ Individuals in Supported Living Services (SLS) and Host Homes have already been given the choice of staying home or coming into Day Program at the identified residential site.
- ★ Behavioral Therapy services will be provided via technology solutions in accordance with state directives.
- ★ Minimized or eliminated various activities in congregated community settings
- ★ Implemented a NO visitors procedure in our 612 Adams Ave. facility and all group homes, except for essential visitors (i.e. vendors delivering needed packages, etc.)

- ★ Suspended the use of ALL volunteers agency wide. We will miss our valued volunteers, but we need to take extra precautions per state guidelines. We hope you return to your volunteer status in the near future.
- ★ All staff and essential visitors must be screened prior to entering 612 Adams Ave. facility and all group homes. The screening forms are located in each location already and must be logged and saved in case of a breakout of COVID-19 to assist state and local officials with tracking down who was potentially exposed to the virus
- ★ Suspended the donation of thrift to Global Treasurz. However, the store will remain open for business with modified business hours: M-F 11am – 6pm; Sat 9am – 5pm; Sun 9am – 4pm
- ★ All meetings of 10 or more people will be held via teleconference or video conference, including Housing Board meetings scheduled for March 18
- ★ Effective March 11, 2020, Case Managers are instructed to perform initial, continued stay review assessments, Supports Intensity Scale (SIS) assessments and Inventory for Client and Agency Planning (ICAP) assessments and routine monitoring contacts by telephone or another electronic modality. Case managers should utilize video conferencing to complete assessments unless the member only has the option to use a telephone.
- ★ Case Managers should conduct ALL meetings with individuals via video conferencing or telephone

Additional assurances that **InspirationField** will take:

- ★ The Facilities Manager will provide all remote sites and departments within the main facility with disinfectants to clean commonly touched surfaces and objects daily, i.e. doorknobs, tables, countertops, light switches, phones, handrails, cabinet handles and other surfaces.
- ★ Post signs at all main entrances instructing staff/essential visitors not to enter if they have (1) fever or symptoms of a respiratory infection (i.e. cough, sore throat, or shortness of breath). (2) International travel within the last 14 days, or (3) contact with an individual with COVID-19
- ★ ALL event rentals at **InspirationField** Commons area will be cancelled/postponed until various bans/recommendations are lifted by the Colorado Governor's office or other governing bodies. Any pre-paid deposits will be fully 100% refunded. If your event is affected, we will work with you on a case-by-case basis to see if there are still any bans in place.
- ★ If employees develop a fever or symptoms of respiratory infection while at work, they should immediately inform the agency's HR Director, and/or supervisor and immediately leave the workplace as soon as consulting with the supervisor. Further guidance will be provided to the ill employee by the HR Director.
- ★ If a site has a suspected, presumptive, or confirmed COVID-19 patient/employee, please contact the HR Director immediately for next steps. The HR Director and nursing will handle each individual on a case-by-case basis.
- ★ The agency has added a cleaning station and trashcan in the foyer before you enter the lobby at 612 Adams Ave. Please utilize the cleaning station regularly.
- ★ With the exception of goggles, the agency already has Personal Protective Equipment (N95 facemask, gowns and gloves) on hand in the case of a small outbreak. In addition, the agency beat the rush and was able to purchase a large amount of all PPE to handle any large outbreak within our facilities and are currently awaiting delivery of the additional PPE. Staff will be issued PPE in the event of an outbreak at a site.

★ The agency has plenty of Toilet Paper (TP). LOL. Fortunately, we have always bought in bulk in order to supply all 12 sites. In addition, we were able to order additional cases of TP and hand sanitizer from our suppliers, especially since we are a healthcare provider.

As a healthcare provider in the state of Colorado, we have filed a Pandemic Planning and Response Plan with Colorado Health Care Policy & Financing. We will update this plan with recent developments. In addition, we will continue to monitor any guidance from local, state, or federal agencies regarding this COVID-19 virus. Going forward, we will post any necessary updates to our Inspiration Field Facebook page and website.

Rest assured that **Inspiration**Field and our wonderful staff are prepared to handle any situations thrown our way via COVID-19 or any other issue. Our employees are well trained and the agency understands the importance of this pandemic and we have taken these pre-emptive steps to minimize the spread of this virus among the individuals we support and our valued staff.

Please continue to remain level headed during this crisis. We will continue to provide for the health, care, safety and welfare of each individual in service. Please feel free to contact me directly at (719) 469-8750 with any questions or concerns. If I am unavailable, please leave me a message and I will return your call when I am able, considering that I have just spent 15 hours of the last two days dealing with COVID-19 planning, understanding supplies inventory, communicating and other related situations. Stay safe my friends and create some fun in your environments to take your mind off this issue.

Sincerely,



Johnnie DeLeon, Chief Executive Officer  
719-469-8750  
[jdeleon@inspirationfield.org](mailto:jdeleon@inspirationfield.org)

**p.s. Thank you to all the dedicated staff who have come together to plan and implement this pandemic plan in a matter of days. And, a HUGE Thanks to those Direct Support Staff, maintenance staff and Administrative staff who are coming to work on a daily basis (not knowing what lies ahead) to provide these supports to individuals in a 24/7 setting. You truly are the best staff that I could ask to work with!!**