



**JOANNE AND TED LINDSAY FOUNDATION  
AUTISM OUTREACH SERVICES**  
OAKLAND UNIVERSITY

The Joanne & Ted Lindsay Foundation Autism Outreach Services (OUCARES) has been working hard to plan and prepare for in-person programs that allow for a safe and healthy environment for our participants with autism, their families, and our staff. We know that our programs are critically important to the socialization and overall wellness of the families we support. Thus, we are planning for a number of scenarios to effectively and safely provide OUCARES programming to you.

Expert evidence shows that programs are most effective for the autism community when they are provided in-person, especially when focusing on developing social and communication skills. Therefore, we are working to provide programs fully in-person if allowable by the State of Michigan. If programs are not able to be provided fully in person, we would next consider a hybrid format whereby the social training would be provided in person and other skill development lessons would be provided on-line. In the event that the State of Michigan is shut down by the Governor's Executive Order, OUCARES programs would be provided fully online.

Provided we are able to provide our programs in person, this letter includes helpful information you will need to know about expectations for each day you are physically at an OUCARES program. Please be advised that we are committed to a safe and healthy environment for our participants with autism, their families, our staff, and the community.

#### HIGHEST SAFETY AND HEALTH STANDARDS

A range of measures are in place to prevent, monitor, and test for COVID-19 among participants, facilitators, and staff, including:

#### Personal Health and Monitoring Protocol

- Participants and staff must complete Daily Health Screening Forms (DHSF) before coming to campus. Staff would do so using their Oakland University Email (net ID) and password with the "Employee DHSF." Under supervisor, please send the form to the OUCARES ([OUCARES@oakland.edu](mailto:OUCARES@oakland.edu)) each day before attending program. Participants would use the "Guest DHSF." All DHSF forms can be found on the [OU website here](#).
- Anyone who is ill cannot attend programs and should inform OUCARES when they are ill by emailing [OUCARES@oakland.edu](mailto:OUCARES@oakland.edu).
- Anyone who becomes symptomatic during programs 1) will immediately be directed out of the room (all minors and individuals in need of supervision will have staff supervision with social distancing measures in place), 2) let their immediate facilitator, and OU's Graham Health Center (at [health@oakland.edu](mailto:health@oakland.edu)) know they are ill, 3) be tested for COVID-19 as directed by their local county health departments or through direction by their personal physician. Participants may not return to OUCARES programs until they can provide a negative Covid-19 test to the Oakland University Graham Health Center at [health@oakland.edu](mailto:health@oakland.edu)

- Participants that are unable to finish the program due to Covid-19 illness or quarantine may be offered a partial refund with approval of the OUCARES Director. Participants would need to email [OUCARES@oakland.edu](mailto:OUCARES@oakland.edu) to request a partial refund within a week of leaving program.

#### Mandatory use of Face Coverings

- Participants and staff must wear washable cloth face coverings in the program rooms, hallways, in elevators, and during breaks to the restroom. Disposable face masks will also be provided as needed.

#### Social Distancing and Personal Hygiene Standards

- Social Distancing will be required in program rooms before, during and after programs. The rooms in Pawley Hall will be set up to provide 6 foot distance between participants and will accommodate up to 10 participants per room as required by the State of Michigan executive order at the time. Furniture should not be moved from their 6 foot markings. Participants are discouraged from congregating in elevators and in shared space within the rooms. Guests, not registered for the program, are not allowed into the program.
- Lunch and snack food will not be provided. Participants may bring their own food to be eaten at their designated areas with separated seating. Regular cleaning schedules using CDC recommendations will be followed.
- A big part of staying safe is regular hand washing, and keeping hands away from faces is critical in keeping safe from contracting the virus. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Additional key times to clean hands include washing after blowing one's nose, coughing, or sneezing, after using the restroom, before eating or touching food, before and after providing routine care for another person who needs assistance such as a child, and avoid water fountains. [Handwashing Best Practices](#)