



To: INPEL Members, Parents, Guardians & Providers:

These are the precautions that INPEL will be taking to ensure the health & safety in regards to the COVID - 19 virus for all Members and employees. The following are the precautions that we have in place at our buildings and in our NMT Vehicles:

**Clean AND disinfect frequently touched surfaces daily.**

INPEL staff will be cleaning these items prior to and after services are provided. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, Transportation vehicles, Food Prep stations and sinks.

**Clean your hands often**

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

**Members are reviewing the proper way to cover their mouth when sneezing or coughing and what type of sanitizers to use if they don't have Purell. All INPEL staff will be completing 1 hour hand washing with all Members of the programs to ensure Health & Safety**

**Avoid close contact**

- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for **people who are at higher risk of getting very sick.**

**All INPEL Staff will review and monitor all Members of INPEL in regards to keeping proper distance from any sick person. All employees who come to work sick will be sent home. If a Member seems to be sick, or states they don't feel well, INPEL will contact that Member's team to let them know and request that the Member be picked up and taken home.**

**Stay home if you're sick**

- Stay home if you are sick, except to get medical care. Learn [what to do if you are sick](#).

**Cover coughs and sneezes**

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Inpel has been and will continue to educate our staff on COVID-19 symptoms as well as preventative measures. Instructing employees to wash their hands a minimum of hourly, which has been proven by



the CDC to be the most effective preventative measure and recommending that those who are not feeling well to stay home to prevent the spread of germs

There is no denying that COVID-19 has had an impact on our communities. Rest assured, INPEL remains in close contact with governmental health agencies and is taking the proper precautions as this situation evolves.

Thank you for your long-term trust in INPEL. Our dedicated employees, members and guests have been at the center of our business since we opened and we remain committed to offering our center as a safe environment.

Thank you for being loyal to INPEL