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March 13, 2020

From the office of James Stacey, *President*

In response to the Coronavirus (COVID-19), we highly acknowledge ‘facts over myths’, but bottom line is that Marbridge serves a medically vulnerable population and it’s our top priority to keep them safe under all circumstances. We ask that you follow the below protocols when working with our residents and planning travel. Our residents, particularly those at The Villa, are more susceptible to illness. We also know that anybody can be a carrier of the COVID-19 virus even if you aren’t showing signs or symptoms, so we ask that most importantly you exercise common sense when coming on campus and work hard not to expose anybody. These protocols are effective immediately.

1) As of 3/13/2020, *only* essential volunteers who work with Training & Education during the day or are equestrian volunteers maintaining duties for the horses should come to Marbridge.

- a. These include volunteers working in the classrooms and those helping with essential duties to keep the horses fed and healthy.
- b. Contact Haley Koop if you have a question on whether your volunteer duties fall under this essential category.

2) All volunteers must have their temperature checked at the start of every shift.

- a. The Volunteer Coordinator will provide all updates moving forward.
- b. At this time, ALL volunteers need to plan to have their temperature checked at the beginning of each shift.
 - i. Welcome Center: *Check-in at Welcome Center from 8:00 a.m. to 5:00 p.m. Check-in at The Village community center if coming on shift or onto campus after 5:00 p.m. Very few, if any, volunteers should be on campus, with the exception of essential equestrian volunteers, after 5:00 p.m.*

PLEASE NOTE: Only essential personnel need to be going in and out of The Villa at this time.

3) Volunteers will be asked to complete the following questions upon starting each shift. We ask that you not visit campus for a minimum of 14-days if you have visited a high-risk area within the last 14-days. If you answer “Yes”, your situation will be evaluated on an individual basis. We will update the high risk areas as we are made aware of them.



- a. Have you or anyone in your immediate contact traveled to high risk COVID-19 international communities in the last 14 days? (Currently to include: China, South Korea, Italy, Iran)
 - b. Have you or anyone in your immediate contact traveled to high risk COVID-19 national communities in the last 14 days? (Currently to include: California, Oregon, Washington, New York, New Jersey, or Florida)
 - c. Have you or anyone in your immediate family traveled to the following COUNTIES within Texas in the last 14 days? (Currently to include Collin, Fort Bend, Montgomery, Gregg, Harris, Dallas, Tarrant)
 - d. Are you currently experiencing any signs of respiratory/gastric illness?
 - i. Cough
 - ii. Runny/Stuffy Nose
 - iii. Fever
 - iv. Sore Throat
 - v. Diarrhea
 - vi. Vomiting
- 4) **We are highly encouraging you *not* to travel to high risk areas for the safety of our residents.**
- a. We understand that this is a tough thing to ask and all circumstances cannot be controlled.
 - b. Again, you may not exhibit any signs or symptoms but can carry the virus to one of our many residents who do have lower functioning immune systems.
 - c. IF you do choose to travel by plane, cruise ship, train, or to high risk areas, you may be asked to not return to campus for a minimum of 14 days from exposure.
- 5) **Your temperature will be checked every time you come on campus (i.e. start a shift).**
- a. Arrive about 10 minutes before you're scheduled shift to allow for sign-in and temperature check.
- 6) **Limit physical contact with residents, employees, and fellow volunteers as much as possible.**
- a. As best as possible, try to keep to fist bumps and air high fives.
- 7) **ALL large group outings have been cancelled. We will work hard to have fun experiences on campus!**
- 8) **Small group outings will be evaluated on a case by case basis by each director and ONLY supervised outings will be considered. No unsupervised outings.**
- 9) **Large groups have been cancelled from coming onto campus for any reason.**



10) The Camp House is closed to visitors at this time.

11) No off-campus church at this time. All-faith church services will be held on-campus.

Thank you for understanding our caution during this time and observing these new protocols. These protocols are non-negotiable and will be expected of all volunteers. We will provide updates if/when anything changes. Again, we're asking that you display common sense during this time and only come to campus if you are not displaying any illness related symptoms. Direct any questions or concerns to your Haley Koop and please stay well!