



Living Alternatives  
For the  
Developmentally  
Disabled

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March 18, 2020

Dear LADD Employees,

Together, we are facing a truly unprecedented situation. The global coronavirus pandemic is affecting all of our families, our businesses, our communities, and our way of life. During this time, I wanted to reach out and update you on how we are approaching the situation at LADD Inc.

At LADD, we pride ourselves on Making the Difference in the lives of the people we support as well as the lives of our employees and people in our community. I am truly inspired by the selflessness of the Professional Care Technicians who are on the front lines working tirelessly to care for the people we support. I want to personally **'Thank You'** all for remaining calm and continuing to ensure the safety and wellbeing of the people we support while also ensuring that you are keeping you and your families healthy.

The service and support you provide to vulnerable people in our community is essential, and we could not do this without all of you. At LADD, we're focused on the health and safety of the people we support, our employees, families, and communities.

To help protect our programs against COVID-19, we must all diligently follow the precautionary measures outlined by the CDC and universal precautions. We are constantly monitoring this evolving global health issue, closely reviewing information from the local health officials, Michigan Department of Health and Human Services/MDDHS, Centers for Disease Control and Prevention/CDC, and the World Health Organization/WHO. We are holding daily meetings focused on our emergency preparedness plans and protocols. We are leveraging these resources to ensure our teams have the most current and effective information and tools.

Together, we can reduce the risk of exposure to the virus and help you and your family remain healthy and safe. It is imperative that we remember that we are still in a cold and flu season, and mitigation and preparedness are critical measures everyone can take to help stop the spread of any communicable diseases. Following the training you have received throughout your employment along with the additional information provided from the CDC, it is essential to everyone's wellbeing. One of the best ways to protect yourself is to wash your hands frequently using soap and water along with avoiding touching your eyes, nose, and mouth with unwashed hands. You can find more prevention tips on the LADD website as well as on the COVID-19 Precautions information sheet previously sent out to employees.

As the situations surrounding COVID-19 continue to change and evolve, what won't change is our commitment to do everything we can to help ensure the health and safety of everyone at

LADD. All programs have an adequate supply of PPE as well as additional supplies are available at the LADD Office. All employees have been trained on the proper use of PPE throughout their employment with LADD as well as most recently during Annual Training. Any employee needing additional training on the use of PPE should contact a member of Management.

We encourage everyone to work together, not only at LADD but in our local communities, to help and support PEOPLE in our neighborhoods any way that we can. Many people have lost their jobs or been laid off, not knowing when or if they will receive their next paycheck. We are in an industry where we will always need employees, and although it may be a challenge to come to work when it seems like the rest of the world is working remotely, the work that you are doing is vital to Humanity. Thank you all for **'MAKING THE DIFFERENCE'** and being on the front line in these unprecedented times!

Thank you,

*Julia Jeffreys*  
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Executive Director  
LADD Inc.