**June 2020**

**Interim Directors Report**

**End of Fiscal Year**: Carol and I are continuing to work on the last of the spend down for this state fiscal year. We have moved money from unused budget categories to areas where they can be put to good use. Namely, we have moved all remaining funds from out of state travel to the equipment budget line. This is for the purpose of purchasing items for the loan bank. We hope to get that area stocked up a bit more so that it will be more useful to the community. We are working on moving out old, broken items and filling with those high demand items that we have been low on. We are also using other available funds to purchase items to support community integration, namely, supplies for activities, classes, and such.

**CARES Act Funding:**

We have started to put together policies and create documents to support the spending of the CARES Act funding. We will be looking for other community organizations that can be partnered with to share our funding. The idea being that if another organization is already providing a necessary service, such as food, supplies or counseling to people with dishabilles, we would be able to help support them. We have also been putting together policies and doing staff training to start the process of purchasing tech equipment for consumers who need resources to participate in online center activities. In addition, funds are being spent on obtaining sanitations supplies, masks, and so forth.

**COVID-19 Pandemic**

I have implemented policy to address the process of moving work forward as we navigate all the restrictions and requirements due to COVID-19. Those staff members who are able to return to the office have been asked to do so. Those who have health issues, are of the vulnerable population, or are unable to obtain childcare do to COVID-19 restrictions are continuing to work from home. Staff and any who enter the office are to wear masks in common areas. We are starting to prepare for a limited number of in person center activities, with carful preparations and all precautions in place. (see staff and transportation policy attached.)

**Consumer Surveys**

MAY 2020 WRITTEN COMMENTS OF CONSUMERS FOR:

QUESTION#9 HOW DID STAFF HELP YOU THE MOST?

* Get a job with more hoursa. Increase social interaction.
* Help me to read.
* By loaning me a Merlin. It gave me new life. I am able to be alone

And do anything.

* Enjoy my visits with RRCI
* Transport chair- staff helpful. Learned about RRCI when I worked

For Voc Reh. In Logan.

* They brought me a power chair
* getting items that I have needed in a very timely matter.
* Marney-kitchen,Jerry- walking safely with dogs
* Getting the big screen reader, Use of the blind library

QUESTION #10 HOW CAN RRCI IMPROVE OUR SERVICES TO HELP YOU MORE EFFECTIVELY?

* Not that I can think of.
* I know of no way for them to improve their services. They are very helpful and prompt.
* Access and enhance my computer and cell phone skills
* Don’t have any suggestions on that.

QUESTION #11 Please share any other thought you may have about your experience with RRCI and staff.

* I am very grateful for Tim and Co. They have helped get many things for me . I think they do the job very well.
* Enjoyed social meetings more when not so crowded.
* I appreciate their services. They are always available and have been very active in helping me.

**Center and Staff/Volunteers Procedures for COVID-19 Precautions:**

1. Staff/Volunteers must wear a face mask when meeting face to face with other staff or consumers and when in communal settings during their regular scheduled hours. Masks will be provided by **RRCI.**
2. Staff/Volunteers should always maintain social distancing of six feet in the office or on activities.
3. Frequently touched services will be wiped down regularly with Clorox wipes.
4. A UV phone sanitizer has been purchased for staff to sanitize their cell phones.
5. Staff/Volunteers will wash their hands and use hand sanitizer regularly and always upon entering the building.
6. Staff/Volunteers will encourage consumers to wash their hands regularly.
7. Signs will be posted in all restrooms with proper hand washing techniques.
8. Staff/Volunteers may not come to work if they are symptomatic. Symptoms include:
9. Fever
10. Cough
11. Shortness of breath or difficulty breathing
12. Chills
13. Repeated shaking with chills
14. Muscle pain
15. Sore throat
16. New loss of taste or smell

If you develop any of these for COVID-19 get medical attention immediately.

1. Trouble breathing
2. Persistent pain of pressure in the chest
3. New confusion or inability to arouse
4. Bluish lips or face
5. A sign is posted on our office doors to not come in of you are sick or experiencing flu-like symptoms. Staff will work with consumers to reschedule or hold a meeting via internet or by phone.
6. Decisions regarding meetings and events will be made on a case by case basis.
7. All group activities must be cleared through the Director before being scheduled.

**Consumer Procedures:**

1. Consumers are required to wear a face mask while in the office, riding in any of the vehicles, or attending **RRCI** activities unless doing so is precluded by their disability. **RRCI** will provide disposable masks for consumer use if needed.
2. Consumers should always be reminded of social distance.
3. Consumers should be spaced on the bus and other vehicles to allow for social distancing.
4. Consumers coming to RRCI for meetings or activities will be asked about their health before being allowed to participate. Any consumer with any symptoms will not be allowed to participate.

**Procedure for Vehicle use:**

Staff/Volunteers are required to wear a mask when transporting consumers. Consumers will be required to wear masks (personal mask or a disposable one provided by the center). IL Coordinators will communicate this requirement to the consumers.

The vehicles must be wiped with a sanitizing wipe after each use. Please wipe down steering wheel, door handles, and any other buttons or functions used in the vehicle.

Masks, sanitizing wipes, and hand sanitizer will be available in each vehicle. If you notice that one of those items is almost gone please restock them.

Keys need to be sanitized after use.