



## **A Step Forward, Inc.**

### **A Message from our Executive Director Regarding the Coronavirus (COVID-19)**

Over the past several weeks, A Step forward, Inc., has been preparing for the possible onset of COVID-19. News about this virus is continually evolving, so I would like to update you about the status of our efforts.

The health and safety of our participants, employees, and visitors is, as always, our priority, and we have taken many steps to help assure it. We are pre-screening all referrals to our Admissions Department. We are inquiring about recent travel history and specific health symptoms that could be indicative of the virus.

Our entire staff is adhering to a strict infection control protocol. Hand washing, topical treatments, and sanitation are mandatory and are being closely monitored. We are following guidance from the Baltimore City Health Department and the CDC which recommends regular cleaning as one of the most important preventative measures.

Our team has doubled-up on the ordering of medical supplies, paper supplies, and additional food for our facility in case of a disturbance in the supply chain.

All employees are required to follow protocol, which includes staying home when ill and notifying the Executive Director immediately. Tracking infection is a regular function of our administrative team even in the most normal of times, and we take very seriously. We are cross-training our employees in case the need for additional coverage is required.

We will continue to stay updated on the most current information and act accordingly. We will do everything we can to ensure that participants and staff are safe and receiving proper care.

Thank you for the confidence you place in us. We never take it for granted.

**For more information on the Coronavirus, please go to [www.cdc.gov](http://www.cdc.gov).**

Lela Campbell, PhD., LCADC-S, LCPC-S, ACS  
Executive Director