



JB Pritzker, Governor  
Paula A. Basta, M.Div., Director

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March 13, 2020

Dear Aging Network:

First of all, I would like to thank each and every one of you for your dedication, communication, and hard work during these past few days. Although the situation continues to evolve, our primary concern, as always, is the health, safety and welfare of our older population.

We would like to share with you a number of documents to assist with this ongoing situation. Attached to this email, please find documents pertaining to guidance regarding a screening tool, an FAQ document for in home services, increased flexibility for in home providers specific to training requirements and supervisor visits, how to report a COVID-19 case to the Department, as well as a one page fact sheet for older Illinoisans, and what they need to know. This one-page fact sheet is also available on our website, and using the Google Translate feature located in the upper right-hand corner, you can translate anything on our page, and print out to disseminate as you wish. Our website also contains valuable information from the Illinois Department of Public Health and other sources.

Please remember that if you begin to have cold and flu like symptoms, you should not be at work. Anyone should be fever-free for 24 hours before returning to work after an illness. Staying home is one of the critical pieces of workplace illness prevention.

#### **Recommended Proactive Steps to Stay Healthy**

- Wash hands regularly for at least 20 seconds using soap and water.
- Avoid the touching of eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Staff are asked to stay home if they exhibit cold or flu-like symptoms.
- Cover mouth and nose with the inside of the arm or with a tissue when coughing or sneezing. Throw the tissue away immediately. Wash hands as soon as possible afterward.

The Department will continue to monitor this situation closely in the days and weeks to come. Be assured that additional communications will be forthcoming. We will continue to take guidance from IDPH and communicate with all IDoA partner organizations, as appropriate. If you have any questions, please do not hesitate to contact your IDoA program coordinator, or my office.

Thank you all for your dedication as we continue to ***support today, while planning for tomorrow.***

Sincerely,

A handwritten signature in black ink that reads 'Paula Basta'. The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Paula Basta, M.Div.  
Director, Illinois Department on Aging

Respect for yesterday. Support for today. Planning for tomorrow.  
[www.illinois.gov/aging](http://www.illinois.gov/aging)