



CJFS

Care and Support for Older Adults

June 23, 2020

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Dear «First»,

I hope this letter finds you safe and healthy. And, I hope that your regular check-in phone calls from CJFS staff during the Coronavirus pandemic have been helpful and have provided a caring connection for you.

Our highest priorities are your health, well-being and safety, as well as that of our CJFS staff. We want to balance these priorities with your need for face-to-face CJFS services. We will continue to provide services via the phone and virtual platforms, and effective immediately, we are resuming in-person visits in your home or in the community. We have worked with infectious disease experts to make sure that we follow the recommendations and precautions of the Jefferson County Department of Health (JCDH) and Centers for Disease Control and Prevention (CDC).

We will need your written consent to begin providing face-to-face services. I have enclosed a consent form, which outlines our new COVID policies and procedures. Please sign this consent form and give it to your CJFS Social Worker/Case Manager at her first visit. I have also enclosed a flyer from the CDC about ways to protect yourself from COVID-19 in your daily life.

Please note that at this time, we have not resumed transportation services. We hope to do so in the near future.

We are looking forward to working with you again to support your independent living and enrich your quality of life.

Thank you,

Lauren Schwartz, MSW
CJFS Executive Director

Updated 6.17.2020



The Birmingham
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of Jewish Human
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PROUD MEMBER OF
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Collat Jewish Family Services
3940 Montclair Road, Ste. 205
Birmingham, AL 35213 | jfs@cjfsbham.org
205.879.3438 | Fax: 205.871.5939



CJFS COVID-19 Protocols & Consent for Services

CJFS has developed the following protocols for the safety of our staff and clients in our Case Management, Just Like Family, & Counseling Programs. These protocols are for face-to-face services and are designed to promote safety and health and reduce the risk of exposure to COVID-19.

For In-Home/Community Visits

- You will be screened prior to receiving service on potential COVID-19 exposure and presence of COVID-19 symptoms.
- Outdoor visits are encouraged when possible.
- CJFS staff is required to wear a face mask while in your home.
- You must wear a face mask while CJFS staff is in your home. CJFS will provide one if needed.
- You and CJFS staff must always maintain a social distance of 6 feet.

In-Office Visits

- You will be screened prior to receiving service on potential COVID-19 exposure and presence of COVID-19 symptoms.
- When you arrive at the CJFS parking lot, please call to let us know you are here (205-879-3438).
- Please wait in your car until given instructions to come up to the office.
- If possible, you will be asked to pay for services over the phone via credit card.
- You must use hand sanitizer upon entry to the CJFS offices.
- You must wear a mask upon entry to the CJFS offices. CJFS will provide one if needed.
- You and CJFS staff must always maintain a social distance of 6 feet.
- In a private office or conference room, masks may be removed by mutual consent, but a social distance of 6 feet must be maintained.

By my signature below:

I consent to have CJFS services.

I acknowledge that I have received and understand the above precautions and agree to follow them.

I agree to inform my social worker or case manager immediately if I have been exposed to or diagnosed with COVID-19; or if there is a case of COVID-19 identified in my home or housing facility, if applicable.

Client Name

Client Signature

Date

How to Protect Yourself and Others

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.