

March 17, 2020

**Most Rev. Robert P.
Deeley, J.C.D.**
President

Dear Provider,

Rachel Grivois, CPA
Chair

We are watching the news and monitoring the CDC websites to stay up to date on how to be healthy during this time of flu and COVID-19 and please know that the health and well-being of you/your staff and the children and families served by us all is of the utmost importance to CCM Child & Adult Care Food Program.

Stephen P. Letourneau
Chief Executive Officer

As Mainers we know how to hunker down if there is a blizzard outside, using these same procedures, we encourage you to be sure you have some extra supplies on hand:

Michael Smith
Director of Mission

- Keep your medications current.
- Extra food on hand for your pets and yourself.
- Necessary household supplies.

Kimberly Dumond
CACFP Director

In an effort to slow the spread of illness, please:

- Stay home and take care of yourself.
- Call your medical provider if you have concerns and please notify our office if you are sick and closed for business.
- Until further notice, do not come to the CACFP office. Call first and we would be happy to mail anything you might need.

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In regard to CACFP requirements, please:

- Call or email our office to let us know if you are closing your program for any period of time for any reason.
- Call or email our office if you will be temporarily increasing your capacity. We need to know the number of children and how many helpers you have. We must have an enrollment form on file for all children for whom you will be claiming meals.
- Continue to follow the meal patterns. If you are unable to meet the meal patterns due to inability to locate required food items, feed the children the most nutritious foods that are available for purchase.
- Keep thorough record documenting the dates of meals that do not meet the meal patterns, along with the reasons and the efforts made to locate the required food items, as well as the food items that were served.

Catholic Charities Maine is an
equal opportunity provider.



In addition, please know we have taken additional precautions as an agency to help keep you healthy. Effective immediately and until further notice, employees and volunteers who travel by plane or use any public transportation for out of

state or international personal travel are asked to not return to work or volunteering for 14 days upon return to Maine. To return to work or volunteering after the 14-day period, the employee or volunteer must be symptom free of fever for 24 hours.

The things we can control to be healthy are getting enough sleep, reducing stress, eating well and exercising. In addition, we are sharing advice from the CDC below:

Clean Your Areas and Home

Routinely clean all frequently touched surfaces with disinfectant wipes to clean surfaces such as countertops, faucet handles, light switches, remotes, doorknobs and keyboards/phones, etc.

Wash Your Hands

The CDC has said that keeping hands clean is one of the most important steps to avoid the spread of germs. The agency recommends washing hands with soap and water for at least 20 seconds:

- After using the bathroom.
- Before, during and after food preparation.
- Before eating food.
- After blowing their nose, coughing or sneezing.
- After caring for someone who is sick or after changing a child's diaper.
- After handling pets or other animals or their food and waste.
- After touching garbage.

Consider using an alcohol-based hand sanitizer (at least 60%) if soap and water are not available.

Practice Sneezing and Coughing Etiquette

Considering how similar viruses spread, people infected with COVID-19 may be spreading the virus through respiratory secretions when they cough or sneeze. According to the Occupational Safety and Health Administration to help prevent the spread of germs, the CDC recommends:

- Avoiding coughing or sneezing into your hands, instead cough into your elbow.
- Covering your mouth and nose with a tissue or upper sleeve when you cough or sneeze.
- Putting used tissue in a wastebasket.
- Don't touch your face.

In addition, the CDC sites (State and Federal) are great resources of information for more details on a flu, cold, virus, whooping cough etc.

Federal: <https://www.cdc.gov/media/index.html>

State: <https://www.maine.gov/dhhs/mecdc/>

We are looking out for everyone's well-being and will keep you abreast of things as more information is received from the CDC and Catholic Charities. In the meantime, please feel free to reach out to your monitor or myself with other concerns or needs.

Be safe and healthy,

Kimberly Dumond

Kimberly O. Dumond
CACFP Program Director