

March 26, 2020



Dear Families,

As we have mentioned in previous communication, it is our goal at Autism Learning Partners (ALP) to ensure the safety and continuity of care for all of our families during this epidemic facing the nation. We so value the collaborative partnership we have with our families and our clinical teams, and we are looking for continual ways to meet the needs of our clients during this uncertain time. Whether you have decided to temporarily suspend services, or you are choosing to continue, we want you to know that we are thinking of you and how we can best serve you.

You may have noticed that our staff have started asking pre-screening questions prior to all sessions. These screening questions are meant to help our staff take precautionary steps to stay safe while continuing treatment, and they are not meant to cause any alarm or concern to families. The questions are as follows:

- Has anyone in the home had a fever or reasons to believe they had a fever in the last 72 hours?
- Has anyone in the home been in direct contact with any individual with a confirmed case of the Coronavirus (COVID-19)?
- Has anyone in the home traveled to a country or region on the CDC's advisory list in the last 14 days? CDC Advisory: <https://www.nc.cdc.gov/travel/notices>
- Has anyone in the home had the following symptoms in the last 24 hours - cough and shortness of breath?

If the answer to any of these questions is "yes," we have asked our staff to cancel session on the spot and to consult with their Clinical Supervisor and HR for guidance on next steps.

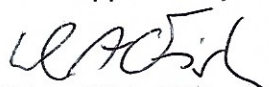
We are taking active steps to be cautious so that we can protect the health and safety of all clients and staff. For a list of all of the steps ALP is currently taking, please reference the attached Safety Guidelines.

It is our goal to continue to provide all families with ongoing updates of the initiatives ALP, and our family of companies, is taking to continue services and care for all involved. Please be on the lookout for future communications.

If you decided to take a break from services, but would like to explore the options available to your family, please do not hesitate to contact our Client Services department.

If you have any questions related to COVID-19 and ALP's response please reach out to compliance@autismlearningpartners.com for assistance.

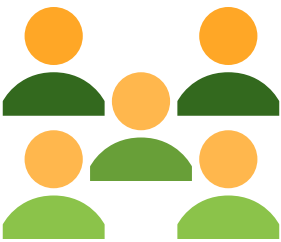
We so appreciate your continued partnership with us!



Richard Fish, CEO

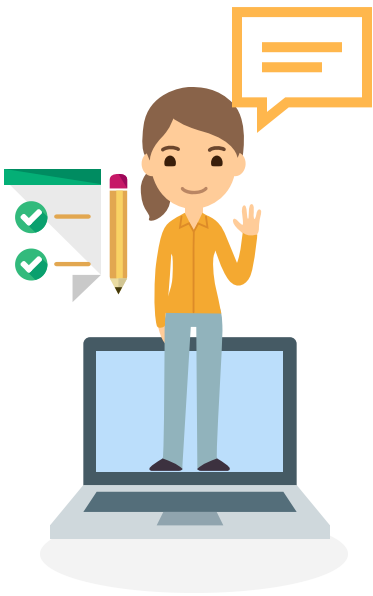


1. SESSION SAFETY



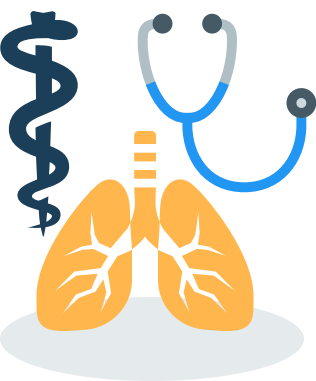
- **Personal Health:** We are asking all clients and staff to cancel their sessions if they demonstrate any sign of illness (fever, cough, shortness of breath), if they have displayed any symptoms of COVID-19 in past two weeks, or if they are under a quarantine recommendation by a physician. ALP staff will ask our four pre-screening questions to all families prior to the start of each session.
- **Limiting Circulation of Materials:** Our staff will minimize the materials that are brought into a client's home. We are asking clients to provide session materials as well as any cleaning supplies necessary to properly sanitize items used.
- **Sanitization:** We are asking our client families to clean work areas prior to our BT's arrival. Our BTs will clean areas before departing and, as necessary, during sessions.
- **Hand Washing:** We ask that all individuals present for a session (including BT and client) wash their hands at the onset, during, and at the finish of each session. Per the CDC's recommendations, hands should be washed for at least 20 seconds with soap and water.
- **Social Distancing:** Refrain from shaking hands, high fives, or hugging. Other than the person receiving treatment, all other persons should maintain 6+ feet of social distancing from staff throughout the appointment (exclusive of behavior escalations that require parent/caregiver support).

2. LIMITING CONTACT



- **No Subbing:** In an effort to limit points of contact, ALP is suspending all short-term case substitutes. We will assign a long-term sub if a BT is absent for an extended amount of time.
- **BT Case Assignment Limits:** BTs are limited to providing in-home support and makeups for families on assigned cases only.
- **Maximizing Telehealth:** Supervisors are limited to providing in-home support to no more than 3 families at this time, based on clinical necessity. Remaining families should be supported via telehealth given the larger number of families our Supervisors support.

3. PRECAUTIONS FOR AT RISK POPULATIONS



- **We understand that many families have at-risk persons in their home** (e.g., over the age of 60, heart/respiratory issues). We are asking those families and staff to carefully assess any potential risks of continuing sessions during the COVID health crisis.



For more information on the spread, symptoms, and prevention of COVID-19 please visit the Center for Disease Control and Prevention's website at <https://www.cdc.gov/coronavirus/2019-ncov/>