

Memo

To: All Staff
From: Dawn Tierney, QE/BSS Director
cc: Terry Long, CEO and Beth Wolfe, RN
Date: 10/16/2020
Re: COVID-19 updates

Good afternoon everyone

As you all know we are still working our way through the COVID-19 pandemic. Let me start off by saying you are doing an excellent job.

I wanted to send out some friendly reminders so we continue to stay informed and on the same page.

1. On the top of our home page at the Arc of Southern Maryland's website is an orange toolbar that says:

Click here to find our latest COVID Updates: [READ MORE](#)

You can go here to read more information about what is going on in the agency. The information there has also been sent out to you in previous emails. If family members ask questions you can also give them this information.

2. Always remember to wear your mask when on shift, with the individuals on appointments or outings and when in the offices. Our best defense is a great offense. We need to work together as a team to keep the individuals we serve and each other safe.
3. If you are feeling ill or exhibiting any symptoms please call your manager or delegating nurse immediately before coming to your site for your shift. Your manager needs to know as soon as possible if you are not feeling well so they can get your shift covered.
4. Managers remember to let human resources know if you have a staff out sick so that guidelines can be followed if documentation is needed.
5. If you have direct contact with a friend or family member call your manager or delegating nurse. Each case will be evaluated on a case by case bases.

6. There will be office sanitizing information on the ADP site.
7. If you have any questions about any information you read or see please contact your supervisor or me for clarification.