

## Covid-19 Information & Guidance

### **FOR EMPLOYEES** 3/10/2020

The Arc Southern Maryland is closely following informational guidance from the Maryland Department of Health, DDA and Maryland State Department of Education. We have

begun planning for situations in which we may need to close program sites, self-isolate, or quarantine. We will continue to communicate as new information and decisions are available.

- **Employment & Day** may need to temporarily change or discontinue services based upon the status of the employment site, or in the event public locations in southern Maryland are closed. People who receive employment or day services should stay home if they are sick. *Staff are required to report for work, unless they are sick\* and will be reassigned by their supervisor or director.*
- **Community Living/Residential** may need to ask families who are able to take their loved one home, if that will be in the best interest of the person supported. Individuals may need to be isolated in their bedroom if they are sick. We will work to create new staffing patterns to maximize coverage and procedures to protect both the people we support and our employees. *Staff are required to report to work as assigned, unless they are sick.\**
- **Personal Supports** may be advised to temporarily stop providing Personal Supports, We will not provide Personal Supports to individuals who are sick. *Staff are required to report for work, unless they are sick\*, and may be reassigned.*
- **Behavioral Supports** may be advised to temporarily stop providing Behavioral Supports. We will not provide Behavioral Supports to individuals who are sick. Staff should complete work via phone or video conference when possible. Prior to visiting a site, staff should call ahead to ensure there are no health concerns. *Staff are required to report for work, unless they are sick\*, and may be reassigned.*

- **Administrative Staff** will focus on supporting program locations, in whatever ways are deemed necessary.

*Staff are required to report for work, unless they are sick\*, and may be reassigned to work at other locations.*

As outlined in the Employee Handbook, refusal to perform assigned duties or to follow Instructions may result in disciplinary action, up to and including suspension without pay or termination.

**As an employee of The Arc Southern MD, here are specific steps you should be taking. Please read them carefully!**

**Preventive Measures.** *Do these things and help the people you support to do them.*

- Follow Universal Precautions as outlined in your previous trainings.
- Wash hands frequently and thoroughly, using soap and warm water, for at least 20 seconds.
- Avoid touching your face.
- Avoid shaking hands and having unnecessary physical contact.
- Clean and disinfect frequently touched objects and surfaces in homes and vehicles at least daily.
- Use dishwashers instead of washing dishes by hand.

**Events and meetings.**

- The Arc may cancel events and meetings. If this occurs, participants will be notified.
- Please do not attend activities if you are sick. Do not bring people who are sick.
- If you are leading an event or meeting, send people home who are sick. Remind people to avoid unnecessary physical contact.

**Staff Symptoms.** If you have fever, cough, shortness of breath.

- Stay home and use leave.
- Inform your supervisor immediately.
- Seek medical care.

**People Supported Symptoms.** If someone you support has fever, cough, shortness of breath.

- They should stay home.
- Call the nurse and follow his/her instructions on whether to seek medical care.

- Inform your supervisor.

**Person Supported Identified with Covid-19.** If someone you support is suspected to have or is diagnosed with the coronavirus, they may be hospitalized or instructed by medical professionals to stay home. If they are instructed to stay home while sick, we will consider whether they and/or their housemates could stay with family members. In the event The Arc needs to continue directly supporting someone who is sick with the coronavirus, the following steps will be taken.

- Sick people should be quarantined away from housemates.
- A nurse will train supporting staff on quarantine best practices.

**International Travel Restrictions.** Employees who are returning from travel to countries identified on the Centers for Disease Control and Prevention website as at risk for Covid-19 community transmission must notify their director and human resources. They may be asked not to return to work upon return and if so they will be required to use leave.

**\*Sick/Personal Leave Policies.** If you are sick, you should notify your supervisor and stay home. *You MUST connect with your supervisor directly; do not leave a voice message/send a text/send an email and assume that it has been received.* You can apply your earned and annual leave until your paid leave is exhausted. After your leave is exhausted, you will be placed on leave without pay status. Workers compensation will be considered on a case by case basis. If you are diagnosed with Covid-19, you must produce a doctor's note indicating you are cleared for return to work.

Abuse of leave hurts everyone and has the potential to cause serious harm or death in situations where staffing shortages are critical. If you are truly sick, we want you to stay home and take care of yourself. But if you are not sick, we need you to come to work! Many of the people we support have no family and depend completely on The Arc to care for them. Allegations of leave abuse will be investigated and may be grounds for immediate dismissal.

**Coordination of Response.** Your Supervisor/Department Director is your first and main point of contact for Covid-19 concerns.

- If your Supervisor/Department Director is not available and immediate attention is required, please contact CEO, Terry Long, at [Tlong@arcsomd.org](mailto:Tlong@arcsomd.org).
- If your questions are related to your leave status, please contact the Director of Human Resources Angel Gerald at [Agerald@arcsomd.org](mailto:Agerald@arcsomd.org).



*Achieve with us.*

- All supervisors must inform their supervisor /Department Director of all cases of illness symptoms among staff and people supported until further notice. *You MUST connect with the Director; do not leave a voice message/send a text/send an email and assume that it has been received.*
- Continue to follow all other normal procedures for illness including completing incident reports.

[www.arcsomd.org](http://www.arcsomd.org)

*The Arc of Southern Maryland is a  
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