

# LEXINGTON HAPPENINGS



Welcome to “Lexington Happenings,” a collection of things to do and see and experience at Lexington!

FRIDAY, JULY 10, 2020

## MESSAGE FROM SHALONI



Dear Lexington Staff Members,

I hope each of you is doing well, as are your families.

As Lexington and our communities are seeing less cases of COVID-19, we will no longer be issuing a special bulletin of this newsletter each week. We will return to a bi-weekly publication schedule but will include information related to COVID-19 and re-opening plans in it.

Although New York’s numbers continue to trend downward, many other states are continuing to rise in numbers in positive cases. Please read Dr. Cope’s message in this issue and continue to be diligent to keep the virus from our agency and from your families.

We will continue updating you as to COVID-19 at Lexington and in our communities as a section in the newsletter. Thank you for helping to keep everyone safe at Lexington.

### **COVID-19 at Lexington:**

- We continue to have no positive cases at Lexington
- We have several people with pending tests related to our protocol for moves, return from family or hospitalization, but all testing pending is precautionary and not related to any known exposure or illness.
- We currently have 7 employees with a pending test, with 3 due to symptoms and 4 due to travel or potential exposure.

### **COVID-19 in Our Communities:**

- As of July 8, there were a total of 262 positive cases of coronavirus in Fulton County and 2,175 in Albany County. Since July 1, Albany cases rose by 63 and Fulton County by 5. The number of new cases in Albany over a 7-day period rose slightly this week, while Fulton County dropped during the same period.

We are planning to resume Nurturing Environment meetings and looking at how to do them virtually. We are also looking at setting up outdoor areas where we can have socially distanced meetings. For our Employee Recognition events in September, we are exploring the possibility of holding smaller, outside events that can be socially

### MANAGERS:

Please post/share this information with your staff.

Does your program have an event/information you’d like listed here?

Please send all information to Megan Balser ([balserm@thearclexington.org](mailto:balserm@thearclexington.org))

at least two weeks in advance of the event. For community events in Fulton or Albany Counties, please visit the links below.

### COMMUNITY EVENTS

FULTON COUNTY:  
[fultonmontgomeryny.org](http://fultonmontgomeryny.org)  
[44lakes.com](http://44lakes.com)

ALBANY COUNTY:  
[albany.com/events/](http://albany.com/events/)  
[events.timesunion.com](http://events.timesunion.com)

distanced rather than the larger events we have held previously. We will keep you informed as these plans take shape.

It's the time of year that we look for nominations to recognize our amazing employees at Lexington. These last three months have more than ever shown us how much you all go above and beyond for the people we support and each other. Anyone can nominate an employee for recognition – staff members, family members or advocates of the people we support included, as well as individuals at Lexington. Last year, for this program we recognized 200 employees at our Nurturing Environment Program meetings. We would really like to see this number increase for this year – we think you can double it! Return the **[completed nomination form](#)** to Terry Williams at Gloversville Day Hab by August 21. Please encourage family members, advocates and individuals to do the same.

We continue to be grateful to each one of you for all you do to support individuals and each other. We ask you to keep in mind that even though COVID-19 is not affecting us negatively at this time, we have to remember to keep practicing preventative measures to keep away the virus in our agency as well as in our communities.

Please continue to take care of yourselves, your family and the Lexington family.

With gratitude,

Shaloni

### **NEWS FROM LEXINGTON'S MEDICAL DIRECTOR, DR. KEVIN COPE**

On July 1, Governor Cuomo expanded COVID-19 testing to all New Yorkers. He encouraged New Yorkers to get tested because the state now has the resources to accommodate everyone – not just those who are priority cases (first responders, symptomatic people, people exposed to someone positive for the virus, etc.). The tests are also free for all New Yorkers.

These free tests for everyone can take place at state testing sites. In our area, there is a drive-thru testing site on the SUNY Albany campus, University at Albany, Colonial Quad Parking Lot, 1400 Washington Ave, Albany, open daily from 9 a.m. to 6 p.m. You must call NYSDOH COVID-19 24-hour hotline at 1-888-364-3065 to be screened. Please take advantage of this new opportunity if you wish to, and if you can.

As you know, Lexington has been testing any employee for COVID-19 if they have been exposed or are symptomatic. That will continue through the pandemic.

Although thankfully the number of positive cases, hospitalizations and deaths in New York has dropped to levels that we haven't seen since the pandemic started in early March, the severe rise in cases in other states is alarming. On Tuesday of this week, Governor Cuomo added three additional states that met the metrics to qualify for the New York travel advisory requiring individuals who have traveled to New York from those states to quarantine for 14 days. These new states are Delaware, Kansas and Oklahoma, which join Alabama, Arkansas, Arizona, California, Florida, Georgia, Iowa, Idaho, Louisiana, Mississippi, North Carolina, Nevada, South Carolina, Tennessee, Texas and Utah. You can find more information on the travel advisory at **<https://coronavirus.health.ny.gov/covid-19-travel-advisory>**.

If you plan to visit one of the states on the list, please notify your supervisor ahead of time and review our current policy about the protocol that you will need to take upon your return to New York State and before you return to work.

With all the progress that New York State has made battling the coronavirus, we don't want to fall back in our efforts to contain the disease. We went from one of the highest affected states to now one of the lowest, and that can be attributed to New Yorkers' use of preventative measures, just as we have emphasized at our agency. Handwashing, social distancing and mask wearing are still the best ways to ward off the coronavirus.

Governor Cuomo and other state and local officials are constantly monitoring the metrics of our area. For the people we support, for our employees, for our families and communities, please help us stay safe and healthy and to keep our economy going by stemming the tide of this devastating disease. Please continue to use the preventative measures we have in place at work in your lives at home as well so that we can continue to re-open our communities and our agencies.

Thank you for all you do to keep everyone safe and healthy – the people we support and each other.

## #RISINGTOGETHER AT LEXINGTON!



*Thanks to guidance from the Office for People with Developmental Disabilities, we are now able to allow in-person visits with the families of the people we support! It has been an emotional time for the people we support and their families as they have been able to reunite for the first time in months. Here are a few heartwarming stories of recent visits!*

- *At Krumkill Road, Karen was able to see her niece for the first time since March! Both were so excited to see each other, and Karen got to show off her crafting work as well!*
- *Donna Phelps celebrated her 60th birthday last week! Due to COVID-19, she had not been able to see her sister Lucia or son Chris since early March. Knowing how much she missed them, the team at Belmont arranged a surprise visit with her family! Donna, Lucia and Chris were so happy to see each other that they had ear-to-ear smiles and tears in their eyes. Thank you to everyone on the amazing Belmont team for making the day so special for Donna!*
- *Alan Mattice hadn't been able to see his mother in many months due to some medical challenges on her part. Last week, they were finally able to have a visit! Alan's staff, mother and sister arranged to surprise him, and his face lit up with excitement when he saw his family! Thank you to the Rosewood team for making this reunion happen.*

### NEW YORK STATE TRAVEL ADVISORY—ESSENTIAL EMPLOYEE EXEMPTIONS

Governor Cuomo has issued a travel advisory for individuals traveling to New York from a “high risk” state where there has been a significant spread of COVID-19. The list of high-risk states will be updated regularly based on certain metrics and can be found at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>. Individuals who return to New York from one of these states are directed to self-quarantine. Because Lexington and Schoharie Arc are considered to be “Essential Employers,” our employees who return to New York from a high risk state will be exempt from the quarantine requirements if they take all the following steps:

1. Seek diagnostic testing for COVID-19 as soon as possible upon arrival to New York (within 24 hours) to ensure you are not positive. COVID-19 test sites can be found for your area at <https://my.castlighthhealth.com/corona-virus-testing-sites>. Lexington nurses can do some tests on a limited basis Monday through Friday during regular business hours. The employee must remain out of work until they have received negative test results. A copy of the lab report or a doctor's note indicating they are COVID-19 negative must be given to their supervisor before they return to work.
2. Monitor their temperature and signs/symptoms of COVID-19, wear a face covering when in public, maintain social distancing, and clean and disinfect their work area for a minimum of 14 days.
3. Avoid extended periods in public, contact with strangers and large gatherings for at least 7 days.

People returning from high-risk states who don't take the steps above must quarantine for 14 days, and will not be eligible for “NYS COVID-19 Sick Pay” for the 14-day period. Lexington employees can use available vacation or personal time. If no time is available, the time off period will be unpaid. If you have questions, please contact the Human Resources Department at (518) 775-5425.

## WORKPLACE RESOURCES—CALLING COWORKERS IN CHAT

As we move to embrace the world of a “virtual workplace,” Workplace Live Video is a great tool to bring people together to help teams and colleagues feel connected to one another and stay present while collaborating with your coworkers. You can use Workplace Chat video calls to hold meetings with your team or just to jump on a quick 1:1 call with a colleague. Workplace Live Video Chat is easy to use and available across the Workplace Chat Desktop and Mobile Apps.

### Communication in the Workplace:

- Connect with coworkers easily and efficiently in real-time using Workplace Video Chat or Workplace Live.
- Starting a Workplace Video Call is easy! Simply go into your Workplace Chat through your mobile app or desktop and click on the video and voice calling icons on the top right-hand corner of every chat.
- Video calls can be set up as a scheduled event or a simple on-the-fly call with a coworker. They can be used to chat with one person, a set group of people or a Workplace Group of up to 250 people. Visit the [Setting Up Video Chats](#) link to learn more.

### Workplace Live:

- Host a meeting using Workplace Live Videos to broadcast your meeting to your entire team.
- During the Live meeting, assign one team member to take notes in the comments sections so that all important meeting information is in one spot.
- Workplace Live records the video and audio of the meeting then automatically posts a recording of the live video to your Workplace group team so it can be viewed at a later time.
- Want to learn more about using Workplace Live? Check out this short video on [ways to make the most out of Workplace Live](#).

You can find additional resources on Workplace Video Chat through the [Workplace Chat FAQ page](#). Check it out and be part of the Lexington conversation! Not on Workplace? Email Meredith Fritch at [fritchm@thearclexington.org](mailto:fritchm@thearclexington.org) for an invitation.

## VIRTUAL CLASSES AT THE NIGRA ARTS CENTER

The Nigra Arts Center is offering free, interactive arts classes and other social activities through Zoom! To see the full July calendar, which includes bingo, painting, photography, crafting, baking, yoga, music, dance, gardening and more, please visit [thearclexington.org/s/July-2020-Nigra-Arts-Center-Virtual-Arts-Calendar.pdf](https://thearclexington.org/s/July-2020-Nigra-Arts-Center-Virtual-Arts-Calendar.pdf). Pre-registration is required. To sign up, please call (518) 661-9932 or email [lozierh@thearclexington.org](mailto:lozierh@thearclexington.org).

## CHANGE TO IT HELP DESK TICKETING SYSTEM

The vendor for Lexington’s IT Help Desk Ticketing system has implemented a new security procedure to prevent submission of “spam” tickets. It requires users to first enter their email address, after which they will receive an e-mail with a link to log into the Spiceworks help desk page and submit the ticket. The help desk ticketing form is now a “split” screen with the ticket form on the left and a listing of your open and closed tickets on the right. If you have any questions, please call IT at (518) 775-5387.

## JULY RETIREES—THANK YOU FOR YOUR YEARS OF SERVICE!

**Robert Kemper**, Maintenance Technician | Years of Service: 16 years | Retirement Date: July 7, 2020

## HR NEWS AND INFORMATION

### EARN A BONUS FOR RECOMMENDING EMPLOYEES!

The Employee Referral Bonus recognizes your efforts to help Lexington hire the best new employees.

If you know of great people who are looking for jobs, have them apply at Lexington! If we hire a person you referred, you could earn up to a \$500 bonus. Give an application to a friend or family member or have them apply online at [www.lexingtoncenter.org](http://www.lexingtoncenter.org). Make sure they list your name as the referral source!

### HERE ARE SOME EMPLOYEES WHO REFERRED NEW HIRES IN JUNE:

Shawn Carpenter  
Cristina Cook

Kelly Morrison  
Morgan Mraz

Bryisha Nixon  
Melissa Richardson

Stacey Roca  
Mikalla Sartin

Alison Sposato



### EXTRA \$250 REFERRAL BONUS

Lexington holds monthly drawings of \$250 for employees who refer new direct support staff! Each referral is entered, even if they aren't hired. For more information, contact Heidi Smith at [smithhei@thearclexington.org](mailto:smithhei@thearclexington.org) or (518) 7363965. The winners for June were Bryisha Nixon (Krumkill), Elizabeth Dudar (Wohlgemuth) and David Hazzard (Indian Road). Congratulations!



### EMPLOYEE ANNIVERSARIES (1, 5 & 10+ YEARS) | JULY 1 TO JULY 23 | CONGRATULATIONS!

**Penny Rivenburg**, Residential, 7/9, 40 years  
**Linda Heiser**, Clinical, 7/2, 30 years  
**Kevin Doyle**, Residential, 7/9, 25 years  
**Stacy Ashe**, Employment Resources, 7/20, 20 years  
**Martina Olmstead**, Residential, 7/10, 20 years  
**Bernadette Williams**, Residential, 7/10, 20 years  
**Jessica Costanza**, Day Hab, 7/5, 15 years  
**Laura Ann Darling**, Residential, 7/5, 15 years  
**Dani Lynn Frasier**, Day Hab, 7/5, 15 years  
**Harvey VanAllen**, Recreation, 7/5, 15 years  
**Rene Craig**, Administration, 7/13, 5 years  
**Caroline Hall**, Creative Expressions, 7/6, 5 years  
**Ashley Karas**, Residential, 7/20, 5 years  
**Brianna Manchester**, Residential, 7/18, 5 years  
**Sheyenne May**, Day Hab, 7/6, 5 years  
**Nicholas Orlosky**, Residential, 7/6, 5 years  
**Brianna Perez**, Residential, 7/6, 5 years  
**Lisa Randall**, Day Hab, 7/10, 5 years

**Courtney Walters**, Day Hab, 7/6, 5 years  
**Alicia Reidell**, Day Hab, 7/8, 5 years  
**Raquel Zabawczuk**, Residential, 7/1, 5 years  
**Joshua Allen**, Residential, 7/10, 1 year  
**Susan Banks**, Clinical, 7/1, 1 year  
**Crystal Bailey**, Residential, 7/8, 1 year  
**Lacey Cirtwell**, Residential, 7/8, 1 year  
**Taylor Darling**, Residential, 7/22, 1 year  
**Hannah Fountain**, Residential, 7/8, 1 year  
**Crystal Hopkins**, Residential, 7/8, 1 year  
**Alyssa Hoyt**, Residential, 7/22, 1 year  
**Alyssa Kenyon**, Residential, 7/8, 1 year  
**Samantha Mercado**, Residential, 7/8, 1 year  
**Susan Robbins**, Residential, 7/8, 1 year  
**Haley Smullen**, Residential, 7/22, 1 year  
**Mackenzie Towne**, Residential, 7/11, 1 year  
**David Wager**, Psychology, 7/8, 1 year  
**Destiny Wilson**, Residential, 7/8, 1 year

### NEW RN/LPN REFERRAL BONUS PROGRAM!

The Human Resources Department has added a new bonus program for employees who refer RNs/LPNs who are subsequently hired by Lexington! You can earn up to \$750 in bonuses through this new program. For more information, please [click here](#) or contact Heidi Smith at [smithhei@thearclexington.org](mailto:smithhei@thearclexington.org) or (518) 775-5439.

## MID-YEAR CHANGES ALLOWED FOR THE MFSA AND DCAP DUE TO COVID-19

The IRS is allowing employers to permit mid-year changes to Medical Flexible Spending Accounts (MFSA) and Dependent Care Accounts (DCAP) for the year 2020, which Lexington is taking advantage of. This plan modification will allow eligible employees to:

- Enroll in an FSA or DCAP for the 2020 plan year if the plan(s) were initially declined.
- Increase an existing MFSA or DCAP election amount.
- Revoke or decrease an existing MFSA or DCAP election. (Note: An election can't be revoked or reduced if the funds in your MFSA or DCAP accounts have been or will be overspent.)

Full-time employees may make changes to an MFSA or DCAP **between JULY 1 AND 15**. Enrollment/change requests must be done using the Mid-Year Enrollment Paper Form. Forms submitted after July 15 will not be accepted. Visit the [Lexington MFSA & DCAP Mid-Year Election Info Link](#) for next steps, detailed information and all required forms.

Details on these plans can be found on the [FAQ's About Your FSA](#) and the [MFSA/DCAP Fact Sheet](#). For more about these allowances, please contact the Rose & Kiernan Flex Department at rkflex@rkinsurance.com or (518) 244-4243 OR Meredith Fritch at fritchm@thearclexington.org or (518) 332-2644.

## TRI-CITY FOOD CO-OP ORDERS

[Tri-City Food Co-op](#) is offering deliveries for Lexington employees in Albany (21 Rapp Road) on July 15, 3:15-3:30 p.m.; Oppenheim Day Hab (405 Co. Hwy 114, St. Johnsville) on July 21, 3:30-4:30 p.m.; and Johnstown (465 N. Perry St.) on July 23, 3:30-5:30 p.m. Order forms can be obtained from your manager and should be returned to Lynette May at the Nigra Arts Center, 2736 NY-30, Gloversville, by no later than **July 15**. Online orders can be placed at [tricityfoods.com](http://tricityfoods.com) any time before the pickup date. For questions, please contact Lynette at mayl@thearclexington.org or (518) 661-9932.

## RESOURCES AND COMMUNICATIONS

Previous resources can be found at [thearclexington.org/wellness](http://thearclexington.org/wellness) or [thearclexington.org/family-connections](http://thearclexington.org/family-connections).

- [United Concierge Medicine: The Virtual ER](#)—Lexington's Telemedicine provider (1-844-484-7362).
- [Online Trail Finder](#)—From the [Lexington Activity & Resource Center](#) on [Workplace](#): Explore your environment through walks and hikes with the help of this amazing online trail resource from [AllTrails.com](http://AllTrails.com)!

## UPDATES LIKE THESE ARE POSTED ON LEXINGTON'S [WORKPLACE COMMUNITY](#)!

If you aren't on Workplace, please contact Meredith Fritch at fritchm@thearclexington.org for an invitation. Turn on notifications for new posts by clicking your profile icon at the bottom left, clicking "Settings," then "Notifications" and selecting how and when you receive notifications.

## LEXINGTON HAPPENINGS DIGITAL ARCHIVE

If you are not viewing this newsletter online, please go to [thearclexington.org/lexington-happenings](http://thearclexington.org/lexington-happenings) to see the digital version, which includes active links to all the resources and documents highlighted in this week's issue! The archive of previous editions is also available at that page. If you have any questions or would like to submit information for a future newsletter, please contact Megan Balsler at balserm@thearclexington.org or (518) 661-9932.

### CONTACT INFORMATION

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