

LEXINGTON HAPPENINGS



SPECIAL BULLETIN: COVID-19 UPDATES

FRIDAY, JUNE 19

MESSAGE FROM SHALONI



Dear Lexington staff members,

I hope each of you is doing well, as are your families. Here is my weekly update to you regarding our war with the coronavirus:

COVID-19 at Lexington:

- We continue to thankfully have no positive cases in the Lexington Family.
- We have increased our testing in an effort to monitor the people we support when moving from one site to another or after a hospitalization. Because of this, we have a total of 18 COVID tests pending for people we support and only one of these pending tests is related to a person with a fever (most likely related to a non-COVID infection).
- We have 2 employees with pending tests.

COVID-19 in Our Communities:

- As of June 17, there were a total of 236 positive cases of coronavirus in Fulton County and 2,029 in Albany County. Since June 10, Albany cases rose by 43 and Fulton County by 8.
- The administrator of the Fulton Center, a nursing home that was at the epicenter of the COVID-19 pandemic in Fulton County, announced earlier this week that the facility has no cases of COVID-19 currently. They related that they have lost 9 lives to the virus, and that 66 of their residents and 11 staff members have recovered. They also stated that it was their front door screening and other preventative measures that have helped them get to the point of currently being COVID free.

As you may have already heard, on Tuesday of this week Governor Cuomo announced that providers like Lexington who are overseen by OPWDD (Office for People with Developmental Disabilities) could begin family visits at our residential sites beginning today, Friday, June 19. We received the OPWDD protocols for family visits today. This will serve as a framework for our own guidance to ensure the safety of the individuals we support as well as you, our staff members.

We have already sent communications to families and advocates of people we support to give them the news of these visits. We understand that it has been difficult for our families and their loved ones who are with us at Lexington during this time. To help them with this transition, we are holding Town Hall meetings via Zoom for families and advocates next week to answer questions and seek input regarding family visits, community activities and tentative re-opening plans. We have no further guidance from OPWDD regarding site-based day and employment supports, restrictions on community activities, travel or any of our other programs that have been suspended.

This week, we saw people we support doing great things – graduating from high school, working on yard and home projects, taking part in Nigra Arts Center classes and much more. These things that they are doing would not be possible without your

support, positive energy and nurturing ways. In addition, you continue to respect, support and celebrate your co-workers in everything that they do. And you continue to do these extraordinary things using the strict preventative measures that we have put in place to keep everyone safe.

A sister of someone we support at one of our homes shared these words with me: “...I have had to rely on staff totally for her wellbeing ... and they have come through with flying colors.... I don't know how to adequately thank them for all they have done ... to have such dedication is truly remarkable.”

There is nothing I can say that adequately thanks you or expresses how grateful we are to you. You are, indeed, truly remarkable. Thank you for your continued support to everyone we are responsible for at Lexington and to each other. Please take care of yourselves, your family and the Lexington family.

With gratitude,

Shaloni

CHANGE IN GLOVE USAGE

Per advisement from Lexington’s Medical Director Dr. Cope, we feel we are in a position to safely stop our use of double gloving (except when droplet or COVID-19 precautions are in place). We feel that our use of surgical masks and handwashing remains our strongest approach at preventing the spread of COVID-19. [For additional guidelines about the use of gloves, masks and hand sanitizer, please click here.](#) Thank you so much for all you do to keep the people you support safe and prevent the spread of COVID-19 at Lexington.

We will be changing effective today to the following plan:

- All employees will immediately wash their hands during these times:
 1. Upon arrival to shift
 2. Before and after providing personal care to a person we support
 3. Before and after using the bathroom
 4. Before and after eating
 5. Before leaving shift
 6. Any other time their hands become soiled
- All employees will wear ONE pair of gloves during these times:
 1. When providing personal care to a person we support
 2. When assisting while dining with a person we support
 3. Any time you anticipate your hands will get soiled
- All employees will utilize the double glove procedure only when caring for someone on droplet or COVID-19 precautions as directed by the RN.

WORKPLACE RESOURCES—SETTING UP YOUR WORKPLACE PROFILE

Your **Workplace Profile** is your personal work profile within Workplace where you can include details about yourself and your role within the agency. The first step in setting up your profile is to add your photo! Having a professional profile picture is key to giving a warm welcome to staff members who haven’t met you yet. Having an up-to-date profile makes it easier for co-workers to find and interact with you. Plus, it helps inform people on who they should talk to when they have important or specific questions.

Things to Do When Setting Up Your Profile:

1. Start personalizing your profile by clicking on your name on the bottom left of the screen and then selecting **About**.
2. Fill in your **About** section with basic information such as *phone number, location, job title and department*.
3. Add your **manager** to make sure you are connected with your work team.
4. Add [Skills](#) to increase your visibility and highlight your skillset.
5. Personalize your [Profile Picture with a Frame](#).

For tips on how to set up your Workplace Profile, visit the following sites: [Getting Started: About Your Profile](#), [Profile Basics](#), [About Your Profile Picture & Cover Photo](#) and [New Workplace User Guide](#). Not on Workplace? Email Meredith Fritch at fritchm@thearclexington.org for an invitation. Be part of the Lexington conversation!

#RISINGTOGETHER AT LEXINGTON!



Summer begins tomorrow, and things are as busy as ever at Lexington! Here are some recent stories of creativity and accomplishment among the people we support:

- *Dariana Aylar just graduated from Albany High School! This school semester did not go as planned for anyone, but Dariana made the most of her disrupted senior year and worked hard to earn her diploma. We are so proud of all of Dariana's accomplishments and know this is just one milestone in the bright future ahead of her. Congratulations, Dariana!*
- *It's gardening season! The Maple Avenue team has been working hard to keep their yard and exterior decorations looking beautiful. Pictured are Taneesh Mannion and human services intern Alex Szabo taking care of some of their flowers.*
- *The creative women at 24 and 26 made some amazing homemade Father's Day gifts to mail to their dads! Pictured is Danielle Rector showing off the rock-decorated picture frame she made for her father.*
- *Have you or the people at your house participated in a virtual class through the Paul Nigra Center for Creative Arts yet? Gabby Jacobs, pictured here, and her housemates had a blast making sugar cookies with instructor Denise Dickson this past weekend! Denise walked them through the process from start to finish over Zoom. Calendar and registration information for future Nigra Arts Center virtual classes can be found in the text box below!*
- *The Johnstown IRA team is enjoying the sunshine and nature! Pictured are Emily Bradt and Justin hanging their beautiful new handmade bird feeder.*
- *You don't have to be together in-person to have fun and be creative together! Ihesha made an aquarium yesterday with Deborah Frascatore, OT-R, and Bonnie Reuss, PTA, joining her over Zoom! Thank you to all the staff and clinicians who go out of their way to be there for the people they support, even when they can't see them in person.*

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 June calendar, which includes bingo, painting, photography, journaling, baking, yoga, music, dance and more, please visit thearclexington.org/s/June-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.

MID-YEAR ELECTION CHANGES ALLOWED FOR THE MFSA AND DCAP

To provide relief and support employees in the wake of the COVID-19 pandemic, the IRS has given employers the option to allow mid-year changes to the Medical Flexible Spending Account (MFSA) and the Dependent Care Account (DCAP) for the year 2020. Due to the unforeseen obstacles that have occurred during this time, Lexington is allowing all full-time employees to make mid-year changes or enrollments in the MFSA and/or DCAP for 2020. 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 account have been or will be overspent.***)

Full-time employees are eligible to make changes to an MFSA or DCAP **between JULY 1 AND JULY 15**. All change requests are required to be done using the Mid-Year Enrollment Paper Form provided at the link below. Any enrollment/change 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 Enrollment/Change Forms. General information on these plans can be found on the [FAQ's About Your FSA](#) and the [MFSA/DCAP Fact Sheet](#). For more information on these allowances, please contact the Rose & Kiernan Flex Department at (518) 244-4243 or rkflex@rkinsurance.com OR Meredith Fritch at (518) 332-2644 or fritchm@thearclexington.org.

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 or (518) 775-5439.

BJ'S WHOLESALE CLUB DISCOUNTED MEMBERSHIP—SUMMER 2020

Lexington is pleased to announce that BJ's Wholesale Club is offering our employees a discounted membership rate!

New Member Special Promotional Offer:

- **Inner Circle Regular Membership** - pay only \$25 + tax = \$27 for a one-year membership. Regular annual membership fee is \$55.
- **Perk Rewards Membership** - pay only \$50 + tax = \$54 for a one-year membership. Regular annual membership fee is \$110.

****This promotional offer does not apply to existing or renewing memberships****

Renewing Members Special Membership Offer:

- **Inner Circle Regular Renewing Membership** - pay only \$40 + tax = \$43.20 for a one-year membership. That's \$15 off the regular \$55 annual membership fee!
- **Perks Rewards Renewing Membership** - pay only \$80 + tax = \$86.40 for a one-year membership. That's \$30 off the regular \$110 annual membership fee! Plus earn 2% back on most BJ's purchases.

Bonus Membership Perks for New & Renewing Members:

- Receive a FREE second membership card for another household member.
- All memberships include one additional bonus month FREE.
- All renewals will have 13 months added onto their BJ's membership from their current expiration date.

To Qualify for This Offer, Please:

1. Complete the applicable membership applications by clicking on the links listed below:
 - [New Member Application](#) - only complete if you are a NEW MEMBER
 - [Renewing Member Application](#) - only complete if you are a RENEWING MEMBER
2. Return all completed forms to the BJ's Organization Rep listed on the membership applications via email or mail.
3. Membership enrollment is **June 18 through June 30!** ****You must enroll by June 30 to be eligible for these promotions.****

Membership applications can also be accessed via the [RiXchange](#) under Documents and Forms, or by contacting Meredith Fritch in Human Resources at fritchm@thearclexington.org. This special discount is not available at any BJ's location.

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 thearclexington.org/apply. Make sure they list your name as the referral source!



HERE ARE SOME EMPLOYEES WHO REFERRED NEW HIRES IN MARCH, APRIL AND MAY:

Christa Ambrosino	Alexis Daley	Kayla Lamphear	Christina Pilchen	David Wager
Karri Atkins	Virginia D'Amore	Lynette May	Kaelina Poppell	Sheri Wellington
Lillian Barr	Lashara Heath	Jennifer Morse	Edward Rabady	
Diane Bellamy	Susan Innes	Randi Nellis	Katelyn Small	
Shatasha Carter	Hulaimatu Jalloh	Maria Nestle	Marche Thompson	
Cheyenne DaCorsi	Masiah Kite	Brittnie Nicosia	Stacy Tierney	

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 or (518) 7363965. The winners for March/April were Karri Atkins (West), Stacy Tierney (East) and Shatasha Carter (Albany). The winners for May/June were Kiera Fountain (East), Shawn Carpenter (West) and Sue Innes (Albany). Congratulations!

EMPLOYEE ANNIVERSARIES (1, 5 & 10+ YEARS)

JUNE 13 TO 19 | CONGRATULATIONS!

Ann Berenger, Residential, 6/14, 1 year	Cierra McAdams, Residential, 6/17, 1 year
McKenzie Bellen, Residential, 6/15, 5 years	Ann Rathbun, Self-Directed, 6/17, 1 year
Mallory Baldwin, Day Hab, 6/17, 1 year	Shelby Talbot, Residential, 6/17, 1 year
Emma Callahan-Brittain, Day Hab, 6/17, 1 year	Steven Kenyon, Maintenance, 6/19, 20 years

TRI-CITY FOOD CO-OP ORDERS

Tri-City Food Co-op is offering deliveries for Lexington employees on June 23, 3:15-3:45 p.m., at Oppenheim Day Hab, 405 Co. Hwy 114, St. Johnsville; and June 25, 3:30-4:45 p.m. at 465 N. Perry St., Johnstown. **You may use your \$40 employee voucher for the Johnstown and Oppenheim order dates even though the voucher states to use it before June 15.** For questions, please contact Lynette May at mayl@thearclexington.org or (518) 661-9932.

CLINICAL SUPPORT GROUPS FOR PEOPLE WE SUPPORT AND STAFF

The Clinical Department is offering the people we support and our staff virtual support groups via Zoom! The calendar and details on how to participate can be found at thearclexington.org/s/June-Clinical-Support-Group-Calendar.pdf. In addition to the groups started in May (Gathering Place, Drama Club and Manager's Support Group), June's calendar includes new groups such as Music Friday and day hab support groups so people can visit with their friends! There are also opportunities for small groups or individual counseling. For questions or more information, contact Susan Banks at (518) 775-5357 or bankss@thearclexington.org.

RESOURCES AND COMMUNICATIONS

Resources highlighted in previous weeks can be found at thearclexington.org/wellness or thearclexington.org/family-connections.

- **United Concierge Medicine: The Virtual ER**—Lexington's Telemedicine provider (1-844-484-7362).
- **Summer Solstice Vibrant Yoga Flow**—From the **Lexington Activity & Resource Center Workplace Group**: Release old energy, welcome light and create inner and outer abundance with this 30-minute yoga flow!