

LEXINGTON HAPPENINGS



SPECIAL BULLETIN: COVID-19 UPDATES

FRIDAY, JUNE 26

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 are happy to report that we continue to have no positive cases in the Lexington Family.
- We have a total of 18 tests pending as of today for people we support and they are all related to our

move protocol and post-hospitalizations. None of these are related to illness. We currently have one employee with a pending test related to a symptom of illness.

COVID-19 in Our Communities:

- As of June 25, there were a total of 244 positive cases of coronavirus in Fulton County and 2,076 in Albany County. Since June 18, Albany cases rose by 42 and Fulton County by 8. These numbers have stayed relatively steady for the past couple weeks.
- Although New York and neighboring states have been on a steady decline in coronavirus cases in the past weeks, you may have been reading in the past few days how the number of cases has been steadily rising in many other states across the country. There are 29 states where case numbers have increased; in fact, the United States reported its largest one-day total on Wednesday since the pandemic started in this country. Many of these states, like Florida and Texas, started reopening before New York, and because of their high numbers of positive cases, have had to roll-back re-openings, or at least start urging its residents to continue to use masks and social distancing measures to curtail the spread.
- Because of this alarming rise in cases in other states, NY State Governor Andrew Cuomo, New Jersey Governor Phil Murphy and Connecticut Governor Ned Lamont have announced a joint **incoming travel advisory** that says that all individuals traveling from states with significant community spread of COVID-19 must quarantine for a 14-day period from the time of last contact with the identified state. As of this writing, those states are Alabama, Arizona, Arkansas, Florida, North Carolina, South Carolina, Texas and Utah. Other states may be added to this list if they have a positive test rate higher than 10 per 100,000, or if they have a 10 percent or higher rate over a seven-day period. We will communicate with you about this issue as we receive additional guidance.

Last week, I told you that OPWDD (Office for People with Developmental Disabilities) announced that family visits at our residential sites could begin on June 19. Based on OPWDD guidance that we received late last week, Lexington formulated protocols for these visits. Through your managers and assistant directors, you should already have in place this guidance, which was thoughtfully put together to make sure the visits are personal, while keeping a priority the safety of the people we support, our families and you, our staff members. So far, the families who have visited have all followed our procedures and the visits have been positive experiences for our families and their loved ones that we support. Please see <https://youtu.be/nK5ParApPc4>

to watch a video of an actual family visit at Phelps Street IRA earlier this week. It was created to help families visualize what will happen during these visits and to put them at ease with the screening protocols and other procedures during their visit. It shows us how beautiful these visits are for the families and the people we support. We so appreciate everything you are doing to prepare people we support for these visits and help families feel comfortable with them.

Earlier this week, we held two Town Hall meetings via Zoom for families to help them understand our protocols for these visits, as well as to start a conversation and get their input about plans we have for re-opening other Lexington programs. We emphasized to them that the plans we are formulating are not set in stone because we have yet to receive guidance from OPWDD about the reopening of programs such as day and employments supports, community activities, travel or any other program that has been curtailed or suspended. We welcomed 50 families to these meetings, and they had good questions and provided comments about many different things. These family members are concerned, confused and upset about what is going on because they still can't bring home their loved ones, the individuals may be having issues and the family can't see them, they want day hab to reopen because they have to work and they are looking for employment services to return.

The common thread in the conversations that we had at both meetings with families and advocates was overwhelmingly positive comments about Lexington and our staff. They were so happy that even though they were not able to see their family members, you kept the people you support in contact with them via Facebook visits, Skype, Zoom and other videoconferencing on a regular basis. You sent meaningful photos and packages to families that included cards from their loved ones and kept them updated on what was happening in their homes. These families profusely thanked you for all you have done, and continue to do, during these challenging times. We were so proud and thankful to all of you to hear these things about how wonderfully you are supporting people at Lexington.

Thank you for giving peace of mind to so many families who are missing their loved ones and depend on us to keep them safe and healthy. Your dedication has never been more important to them. Please take care of yourselves, your family and the Lexington family.

With gratitude,

Shaloni

NEW YORK STATE INCOMING TRAVEL ADVISORY

Governors Andrew Cuomo of New York, Phil Murphy of New Jersey and Ned Lamont of Connecticut have announced a joint incoming travel advisory for each of these states. Effective as of June 24, anyone who travels from states with a significant spread of COVID-19 will be required to quarantine for 14 days from the last date they were in an identified state. As of now, travelers from the following states are subject to this quarantine: Alabama, Arkansas, Arizona, Florida, North Carolina, South Carolina, Texas and Utah. This list will be updated daily by the state. For more information about this advisory and how it determines which locations are high-risk, [please click here to read the full press release from Governor Cuomo's office](#). We will communicate with you about this issue as we receive additional guidance.

FAMILY MEETINGS

On Monday and Tuesday, members of Lexington's leadership team hosted Zoom meetings for families of people we support to discuss visits, reopening plans and Lexington's procedures for continuing to keep everyone safe and healthy as we move forward. It was also an opportunity to answer any questions families have. To view a recording of the Tuesday meeting, which provides in-depth information on these topics and evidence of how comfortable families feel with the care you provide their loved ones, [please click here](#). In addition, during one meeting, a mother expressed gratitude to the team at Northampton for their support of her son and their efforts in helping him maintain his relationship with her. [Click here to watch her testimonial!](#)

UPDATES LIKE THESE ARE POSTED REGULARLY 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.

#RISINGTOGETHER AT LEXINGTON!



Happy Summer! Here are a few stories of what people have been up to throughout Lexington as the weather has heated up and another month comes to a close:

- We hope you all had a wonderful Father's Day and got to connect with the important men in your life, even if you couldn't see them in person! Taneesh Mannion decided to make the day special for her husband Bill by making him cookies!*
- In anticipation of the upcoming Independence Day holiday, the Belmont team made decorated baskets! Everyone had fun making their summer and patriotic-themed baskets, and the end results were beautiful. Thank you to all the staff who helped with this project and who work hard to fill every day with positive activities!*
- Thank you to Pete Hyrniak, Karen Brittain and the Maintenance and Custodial teams for working together to make the Gloversville Day Hab rooms look beautiful! The newly renovated and decorated rooms will be so welcoming when people can meet in them in person again.*
- The creative team at 24 tackled a new project this week—making beach bags and pocketbooks out of old t-shirts! With some simple cutting and tying, everybody ended up with beautiful, unique and functional new accessories. Thanks to Mary Kaye Ormiston and all the staff who help come up with project ideas, gather materials and guide participants through the process!*

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.

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.

WORKPLACE RESOURCES—EXPLORE WORKPLACE CHAT

Workplace Chat is a great way to communicate with co-workers! Built on the same foundations as Facebook Messenger, it's an easy, intuitive and fast space for teams to share ideas, make decisions and get work done. Chats are ideal when you need a quick answer, or when you're just chatting back and forth. With Chat, you can react and respond to messages and send emojis, gifs and files. Emotive reactions to posts and messages can be powerful. Use them to send support and encouragement to co-workers!

- **Chat in Groups:** Groups with less than 250 members can have their own chats. Send a message to your team and introduce yourself—it's a great way to start the conversation! Use Chat for communication that would clutter your group page. Important information can get buried in a chat after a few days, so be sure to post important content directly to your group page.
- **Switch to Workplace Chat:** On your desktop, it's the icon that looks like a conversation bubble on the left side of the Workplace page. Consider bookmarking the Workplace Chat home screen or creating a pinned tab in your browser for easier access. Once in Workplace Chat, you can search your Chats, save messages, look at all your Chats or just unread ones, and choose settings.
- **Download the Workplace Chat App:** On mobile, download the Workplace Chat app from your phone's app store. You can find all of these downloads at workplace.com/features/workplace-chat.

Next week we will cover how to use the Video Chat feature on Workplace. Check it out and be part of the Lexington conversation! Not on Workplace? Email Meredith Fritch at fritchm@thearclexington.org for an invitation.

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. Paper 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 the link above any time before the pickup date. For questions, please contact Lynette at mayl@thearclexington.org or (518) 661-9932.

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 (Not Applicable to Existing or Renewing Memberships):

- **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.

Renewing Members Special Membership Offer:

- **Inner Circle Regular Renewing Membership** - pay \$40 + tax = \$43.20 for a one-year membership.
- **Perks Rewards Renewing Membership** - pay \$80 + tax = \$86.40 for a one-year membership. Earn 2% back on most 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 membership applications by clicking on the [New Member Application](#) or [Renewing Member Application](#) links.
 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 [RKXchange](#) 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.

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!

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

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.

EMPLOYEE ANNIVERSARIES (1, 5 & 10+ YEARS) | JUNE 20 TO JULY 3 | CONGRATULATIONS!

Danielle DeCuyke, Residential, 6/24, 10 years
Autumn Phelan, Residential, 6/24, 1 year

Kiondra Vinniane, Residential, 6/24, 1 year
Raquel Zabawczuk, Residential, 7/1, 5 years

MID-YEAR ELECTION 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.

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).
- [7 Things to Know About Hand Sanitizer](#)—From [COVID-19 Updates & Resources](#) on [Workplace](#): Click the link to learn some key facts about hand sanitizer, including how it works, when to use it and what to watch out for!
- [Darebee Challenge Templates](#)—From the [Lexington Activity & Resource Center](#) on [Workplace](#): Explore ways to push yourself with a collection of fitness, nutrition and self-care challenges from online resource Darebee, found at the link above!

LEXINGTON HAPPENINGS DIGITAL ARCHIVE

If you are not viewing this newsletter online, please go to 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 Lexington Happenings 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 Balser at balserm@thearclexington.org or (518) 661-9932.