



COVID-19 UPDATE FOR LEXINGTON LEADERS - 6/29/20

COVID-19 at Lexington:

As reported in Friday's issue of Lexington Happenings:

- We are happy to report that we continue to have no positive cases in the Lexington Family.
- We have a total of 11 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 two employees with a pending test related to possible exposure.
- The Arc NY collects data weekly from across all chapters throughout the state. Last week's data showed a 13% increase in positive cases among employees. While we have not seen that at Lexington, it is very important that you continue to ensure that employees are following our preventative measures. Here is [a video you may use to help with training of employees as well as people we support](#), as appropriate.

COVID-19 in our communities:

- As of June 27, there were a total of 255 positive cases of coronavirus in Fulton County and 2,097 in Albany County. Since June 21, Albany cases rose by 43 and Fulton County by 12. These numbers have been fairly steady for the last couple of 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 and hearing how the number of cases has been steadily rising in many other states across the country. There are now 32 states where case numbers are currently increasing; in fact the United States has in recent days reported its largest one-day totals 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. Positive cases in Florida have surged five-fold in just the last two weeks and it is being reported that much of this state's new surge in cases has followed the reopening of beaches, bars, restaurants and other social activities.

Guidance for Lexington Employees Regarding the Travel Advisory for People Returning to New York

As you have likely heard, last week Governor Cuomo 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 this link, <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 is considered to be an “Essential Employer”, 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 that they are not positive. COVID-19 test sites can be found at this link, <https://my.castlighthhealth.com/corona-virus-testing-sites/>. Lexington nurses can do some tests on a limited basis Mon-Fri, 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 will need to 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, 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.

Individuals returning from a high-risk state who do not take the steps above are required to 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.

Family Visits to Our Homes

Two new videos have been created for our families to view to help support them on their visits to loved ones in Lexington homes.

- 1) The first contains the correct protocols for social distancing, donning and doffing masks, and using hand sanitizer - Preventative Measures. [Here is the link for sharing this video.](#)
 - 2) The second video brings us through an actual visit at Phelps Street. We feel it will help families visualize what will happen during these visits and will put them at ease with the screening protocols and other procedures during their visit. [Here is the link for sharing this video.](#)
- Please help support our families by sharing these links with them when they schedule visits at our homes.

We are scheduling another Town Hall meeting via Zoom for families and will be sending communication regarding that to them. We will include links to these videos in that letter.

Important Document Revisions

Please work with your Assistant Director and team to implement these changes to your procedures and ensure that all applicable forms are replaced immediately with these newly revised versions:

Residential Visitor and Symptom Check Log – The Residential Visitor and Symptom Check Log has been revised to reflect a couple of necessary changes. The first change is that since the Fulton Center has thankfully been able to contain the spread of the coronavirus we no longer see this as a “hot spot” that we need to closely monitor. Additionally, the CDC recommended revisions to the screening questions. The template, which can be accessed via the following link, can also be found in the “COVID19 Material” folder within the 425 drive.

[Visitor and Symptom Check Log 6-29-20](#)

Cleaning and Disinfecting Procedures - The Department of Health has changed their guidance for how often certain areas/items need to be cleaned and disinfected. The new expectations are clarified in the linked documents as well as in the applicable placards that can be found in the “COVID19 Material” folder within the 425 drive.

[Disinfection Update - Res Mgr Talking Points 6-25-20](#)

[Disinfection Frequency Checklist 6-29-20](#)

Management Meeting Recordings

Thank you for attending the management meetings last week. All residential management attended meetings on Monday, and non-residential Management joined us on Wednesday. We decided to share a recording of the Wednesday group because there were more diversified

questions from this group. The first half hour was a breakout session for introductions and discussion of challenges/questions. The recording starts when they come back from the breakout sessions. At the end, we show some pictures of how we are getting our day habs ready for re-opening.

The Zoom meeting recording can be found here: [Zoom meeting 6/24/20](#)

The photos that we showed at the meeting can be found here: [Meeting PowerPoint](#)

Mid-Year Election Changes Allowed for the MFSA and DCAP Flex Plans

In an effort to provide relief and support to employees in the wake of the COVID-19 pandemic, the IRS has given employers the opportunity to allow mid-year changes to the Medical Flexible Spending Account (MFSA) and the Dependent Care Account (DCAP) for the 2020 calendar year. Lexington is allowing all Full-Time Employees the opportunity 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 MFSA 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 cannot be revoked or reduced if the funds in your MFSA or DCAP account have been or will be overspent.**)

In addition to the above mentioned modifications, the maximum unused amount of funds that can be carried over to the next plan year has increased from \$500 to \$550.

All Full-Time Employees are eligible to make changes to an MFSA or DCAP between **JULY 1ST AND JULY 15TH**. All change requests are required to be done using the **Mid-Year Enrollment Paper Forms provided at the link below**. *Any enrollment/change forms submitted after July 15th will not be accepted.*

Visit the [Lexington MFSA & DCAP Mid-Year Election Info Link](#) to access the following information:

- [Instructions for processing a change/enrollment request](#)
- [Flexible Benefits Summary of Material Modifications \(SMM\)](#)
- [New Enrollee Mid-Year Enrollment Form 2020](#) - only complete if you are **newly enrolling in the Plan(s)**
- [Change In Current Election - Election Form](#) - only complete if you are **currently enrolled and would like to make a change**

These forms can also be found on the [RKXchange](#) under Compliance Documents OR Documents and 2020 FSA & DCAP Mid-Year 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

Reminder about New Glove Protocol

After discussion with Dr. Cope, we feel we are in a position to safely stop our use of double gloving (except when Droplet or COVID19 Precautions are in place). We feel that our use of surgical masks and handwashing remains our strongest approach at preventing the spread of COVID19. Your diligence as well as your staff have played such a key role in our efforts to prevent COVID19.

Please see the [attached guidance](#) to print and keep posted for staff.

Effective 6/16 the following plan was put in place:

All employees will immediately wash their hands during these times:

1. Upon arrival 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 COVID19 precautions as directed by the RN. Thank you for supporting your staff with this new protocol. We are thankful to all of them for using the double glove protocol for these months while we were keeping people supported and our employees safe from the spread of the coronavirus. If there are any questions please contact Kathy Kane.

Thank You For Facilitating Family Visits

As you know, we were surprised by the announcement on June 17 that Family Visits were being allowed as of June 20. We received OPWDD guidance on these visits on June 19 and quickly put into place procedures to keep everyone safe. As Leaders, you stepped up and helped facilitate these first visits for our families and their loved ones. They were emotional and there were some challenges, but as usual, you all worked through the challenges and made these visits enjoyable and meaningful. And you can see from the photos at the top how emotional and important these visits were for everyone involved. We can't thank you enough for all you did to make these happen, and continue to do, while keeping everyone's safety at the top of your mind.

With gratitude and tremendous respect for what you do,

Shaloni & Dan

[For all Lexington Leaders' COVID-19 Updates, please click here](#) |