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## UPDATES FOR LEXINGTON LEADERS

January 29, 2021

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A leader takes people where they want to go. **A great leader takes people where they don't necessarily want to go, but ought to be.**

—Rosalynn Carter

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### COVID-19 AT LEXINGTON

#### Current Numbers:

- Currently quarantined homes: Wohlgemuth, Johnstown IRA, Grove Street, Van Ren - Grove Street placed on quarantine on 1/26 with 2 people we support and 1 staff member testing positive; Wohlgemuth was put on extended quarantine - 6 people who live there found to be positive (6 continue to be negative) and 10 staff members were positive. Most are returning to work this week. Johnstown IRA has experienced 2 people who live there who are positive

but thankfully everyone is doing okay. Van Ren was placed on quarantine yesterday due to two people we support and 1 employee being positive.

- Homes currently on enhanced PPE precautions: Indian Road (until 1/29) and 29 E. State Street (through 1/30).
- Two weeks ago was the high point of our positive cases with 10 homes on quarantine or enhanced PPE. Hopefully, we are past that and will continue to see less positive cases. Thank you for everything you and your staff have done to nullify the virus from coming with such a force into Lexington.
- The last 7-day average for Fulton County is 9.5%, Schoharie County 8.5%, and Albany County is at 7.1%. Long Island and the Mid-Hudson regions top this week's 7-day average positivity rates at 6.9% and 6.8% respectively, with Mohawk Valley (Fulton and Schoharie) close behind at 6.4% and the Capital Region (Albany) at 6.3%.

#### Vaccination Update:

- 451 people we support and 641 staff members have been vaccinated. Those numbers represent 71.4% of the people we support and 43% of staff. Dr. Cope told us in last week's Town Hall meeting that we need to get to 70-75% of the population to get to herd immunity. Please encourage your staff to get the vaccine and support them to find a way to receive it if they want it.
- We sent out a COVID-19 Vaccine Information document to employees this week who had answered that they "maybe" would take the vaccine in the employee survey and in answers to questions that were posed about the vaccine by schedulers and supervisors. That information sheet is attached here should you have any staff members who still have questions.
- If staff is interested in receiving the COVID-19 vaccine, please contact *Kelly Green at 518-736-4193 or complete the form below*. They will be placed on a waiting list and as soon as vaccine sites become available, and will be contacted in the order of the eligible tiers. When we are notified of available vaccines, we have to move quickly to schedule appointments.
- Please be reminded that we need to continue all COVID-related precautions and safety measures must continue regardless of vaccination.
- Patti Wrobel posted on Workplace this week about "What to Expect After you Get the Vaccine," which includes information about what to do if experience illness, etc. as a result of the vaccination. We will include similar information in *Lexington Happenings*, and the document is included here. Please review this information with your teams.
- [COVID-19 VACCINE INFORMATION SHEET](#)
- [What to Expect After You Get the COVID-19 Vaccine](#)
- [Vaccine request form - for staff interested in receiving the vaccine](#)
- [All vaccine information from Lexington](#)

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### **INFORMATION FOR STAFF WHO HAVE BEEN VACCINATED**

**Please review the following information with your staff/teams:**

Staff who have gone to a CVS clinic at one of our homes should expect to get a text message reminding them of the date that their second vaccine is due. THIS IS JUST A GENERAL MESSAGE FOR THE DATE THEY ARE DUE FOR THEIR SECOND SHOT. The message will say that they should schedule their next appointment with their health provider, but Lexington is offering the second vaccine to staff and individuals who had their first at one of our homes with the second shot offered at a rescheduled date at the same home they had their first. There is no need to schedule their second dose with their provider.

If staff members are going to vaccine clinics in our residences, here are the requirements:

1. All staff are required to wear a KN95 mask and a face shield when they arrive at a home to get a vaccine. If they have an upcoming appointment and don't have the required PPE, they should call email Penny Rivenburg ([rivenbp@thearclexington.org](mailto:rivenbp@thearclexington.org)) and she will have one for them to use upon arrival. There is no exception to this and they are NOT allowed to enter a home without this layer of protection.
2. For all staff who are attending a CVS clinic, they should arrive and park and call the house number and let them know they have arrived and what vehicle they are in. Someone will come outside and greet them and do a formal screening and ensure proper PPE is available.
3. All people who live in the setting that is hosting the clinic will be vaccinated prior to anyone entering the home for their vaccinations. Once all people who live and work at the host site are completed, they will go to their rooms where staff will continue to monitor for any symptoms. ONLY at that time will staff be invited in 2 at a time to get their vaccine and wait in the designated waiting area for 15 min. The next staff will be invited in and so on. When all staff has left, the area is cleaned and disinfected. The house manager ensures this disinfecting is completed. The AD for the home is requested to be on-site to ensure this process runs smoothly, if this is not possible another AD will be on site.
4. KN95 masks with face shields offer protection and ensure that even if someone were ill, it is not considered an exposure as both parties are protected.
5. At all times, social distancing must occur (6-foot min.) even in parking areas. Please ensure this for the safety of everyone.

Questions about these requirements should be directed to Penny Rivenburg.

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### **MANAGERS COVID-19 SUPPORT LINE: (518) 774-2073**

At the last Manager's Meetings, our HR representatives went over some training to help managers handle employee-related situations when it comes to COVID-19 (link to that PowerPoint presentation can be found below). During that training, it was emphasized that managers should be using THE MANAGER SUPPORT LINE resource to report COVID-19 employee information as well as to obtain assistance on what to do in specific situations. Here are some reminders about the Managers Support Line:

The Manager Support Line is open MONDAY-FRIDAY 8AM to 6PM. Outside of these hours, you may still leave messages or texts at the phone number or email information to [covid@thearclexington.org](mailto:covid@thearclexington.org).

Please remember to include ALL pertinent information in ONE communication when you call or email the hotline, including employee name, contact number, date he/she last worked and at what location.

Here is a link to the HR PowerPoint presentation, "[COVID-19 Protocols](#)"

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### **INCORRECT W-2 FORMS FOR SCHOHARIE EMPLOYEES**

*SCHOHARIE MANAGERS - PLEASE ALERT YOUR STAFF MEMBERS:*

If Schoharie employees have received a Schoharie Arc and/or Fulton Arc W-2 Form (Wage and Tax Statement) in the mail or have received a notification that their W-2 form is ready on ADP, PLEASE DISREGARD. These W2 forms are incorrect and should NOT be used to file taxes for 2020. HR will advise Schoharie staff when the corrected W2 forms become available.

For any questions please reach out to Katie Epting, Director of HR/Schoharie at [eptingk@thearclexington.org](mailto:eptingk@thearclexington.org).

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### **TRAINING PROTOCOL/PPE CHANGE:**

Please know that we have made an adjustment to PPE protocols for ALL training classes (new hire training, update training, etc.) to help keep everyone safe and prevent the spread of COVID-19:

- **All those attending training classes will now be asked to wear KN95 masks and face shields**

Not only will these new protocols keep everyone safe, but it will also help us monitor correct PPE use and to also train new staff on the proper use.

If you have any questions or need further information contact Heidi Blinsinger in the Training Department at (518) 736-3885 or [BlinsiH@thearclexington.org](mailto:BlinsiH@thearclexington.org)

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### **MEDICAL POLICY CHANGES:**

There are 3 revised medical policies and they are attached below. Please print these and review with your staff:

- V185-1 Vital Signs. Change is reflective of calling the RN for temps equal or above 100 degrees. We have been doing this, but the policy needed to be updated.
  - L150-1 LPN Criteria for Calling the RN. Changes to this policy correspond with the changes in the vital signs policy.
  - R115-1 Criteria and Procedure for Calling the RN. Please note the clarification under bullet #1 under illness issues on what to report to the RN.
  - [V185-1 Vital Signs](#)
  - [L150-1 LPN Criteria for Calling the RN](#)
  - [R115-1 Criteria and Procedure for Calling the RN](#)
  - [Medical Policy and Procedures Manual - Revised Index](#)
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### **WORKPLACE - IMPORTANT INTERNAL COMMUNICATION TOOL FOR ALL STAFF:**

Workplace is our best tool to get timely information to ALL of our employees. Please take five minutes in a meeting to get them to use it - update their profile and set their notifications so that they know when there is a new post.

If they need an invitation to join, please send their email addresses to Courtney Mickels in the HR department who will send an invitation to join: [MickelC@thearclexington.org](mailto:MickelC@thearclexington.org). You or staff can also call Courtney with this request or if you have any questions: (518) 775-5422 or in Schoharie (518) 295-8130, ext. 262.

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Dear Lexington Leaders,

As we mentioned above, we have gone in the past two weeks from 10 homes on enhanced PPE precautions or on quarantine, to five homes this week, with two hopefully going off enhanced PPE precautions in the next couple of days. Thank you for your leadership in supporting staff to be compliant 100% of the time with the use of PPE and preventative measures. Let's keep the downward trend going. We hope we have seen the worst of the infiltration of the virus into our homes and programs. We are working on re-opening plans with Transitions having a limited re-opening next week. All students will be wearing a KN95 mask and face shield and attending 2 days a week. It's important to continue to help people we support in tolerating a mask.

We continue to encourage our staff to get vaccinated. We are providing information about the vaccine, posting photos and stories of those who have received the vaccine, and more. As Dr. Cope said in our meeting, we must get to at least 70-75% of the population to get vaccinated to get to herd immunity and reopen our programs and communities. Please keep your staff informed about the vaccine, and the opportunities to receive it. Please also be reminded that even if staff have received the vaccine, all preventative measures must be continued - masks, social distancing, hand washing and more.

Thank you for your continued efforts to help keep everyone in the Lexington family safe and healthy. We are so grateful for your hard work and support.

*Shaloni & Dan*

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***This newsletter will be archived at the following link:***  
***<https://thearclexington.org/lex-leaders-covid-updates>***

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