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## INFORMATION FOR LEXINGTON LEADERS

December 8, 2020

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### INSTRUCTIONS FROM MANAGEMENT MEETINGS

Thank you to those who were able to join us at the last minute for the important Management Meetings yesterday and today. Attached please find the Meeting Minutes and a bulleted list of all of the instructions we have given you during the last couple of weeks. **It is especially important that you go over the instructions document and implement the instructions ASAP.**

[IMPORTANT INSTRUCTIONS](#) - please click on this for a summary of the important instructions you have been provided during the last 2 management meetings.

[Management Meeting Minutes 12/7](#)

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## NEW FAMILY VISIT DOCUMENTATION

We recently made changes to our screening criteria for anyone coming onto Lexington property. We made these changes so we could stay current with the screening for the symptoms identified by the CDC and the Department of Health. Given this we have updated our tools that are used when working with families who are planning to visit with people we support. Please use these new documents for any future visits with family members so that we can be sure that they occur as safely as possible. The intended use of these documents is outlined within the COVID Guidelines: On Site Family Visits and Family Visit Guidelines – Family Home Visits. All of these documents can be found within the “COVID19 Material” folder in 425.

- [COVID-19 FAMILY HOME VISIT ATTESTATION - 11/25/20](#)
- [COVID-19 FAMILY VISIT LOG - 11/25/20](#)
- [COVID-19 FAMILY HOME VISIT LOG - 11/25/20](#)

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## NEW COVID FACE SHIELD PROTOCOL

Given the increasing numbers in our counties and within our Lexington Family, we have decided to add another layer of PPE for day-to-day use across all sites when working with people we support. Effective on Friday, 12/3, staff is being asked to wear both a surgical mask and face shield whenever working with people we support. The only times the mask or shield can be removed would be if the staff member is taking a break and is more than 6 feet away from anyone else. We are committing to this new precaution for a 2-week period, after which we will re-assess and determine next steps. Please reference the document at the link below, making sure to know that the shield does not take the place of the mask - both have to be worn to be most effective. **REMINDER: Face shields should not be worn while driving.**

[COVID Face Shield Protocols 12/4/20](#)

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## N95 RESPIRATOR SAFETY REMINDERS

There are two documents you will find in this section that are reminders about proper use of a fit-tested N95 mask, and diagrams of facial hairstyles and proper N95 usage. If you have any questions please contact Michelle Peryea, [peryeam@thearclexington.org](mailto:peryeam@thearclexington.org) or call (518) 775-5420.

[N95 Respirator Safety Reminders](#)

[Diagram - Facial Hairstyles and Filtering Facepiece Respirators](#)

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## VACATION BUY BACK

Our employees have worked tirelessly this year to provide high quality supports to the people who depend on us. In some cases, that meant not taking time off because you were needed to help support our mission. We recognize that this was a sacrifice for many of you. So, we have decided to offer an opportunity for employees to sell back a week of vacation/PTO and therefore, not risk losing the time if you may have maxed your vacation/PTO carry over limit. This is in addition to what was already available to Fulton and Albany employees and is being offered only this year.

To be eligible you must have at least one week of vacation/PTO still remaining after the sell back. We will be sending more information in the coming weeks to employees who meet this criteria with specifics on how to complete the sell back. In the meantime, if you have any questions please reach out to Human Resources.

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Dear Lexington Leaders,

We are at a crisis point in our fight against COVID-19, but we know that when our Leadership Team puts its collective heads together you can do anything. Please help us fight this virus by helping your team to understand the crisis and the importance of the new procedures we are putting in place, motivate and inspire any staff that is able to work in a home under quarantine, and encourage anyone you can at the agency to help in any way they can.

Thank you for being the amazing Leaders that you are...we appreciate everything you do,

***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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