

Sent: Monday, March 16, 2020 5:27 PM

Subject: Important Agency & Health Update

Dear Colleagues – With the rapidly evolving situation surrounding Coronavirus (COVID-19), we are committed to keeping you safe and informed.

Today, Living Resources has issued the following:

- 1) **Time and Attendance Policy (see attached)** - Realizing that not every employee currently has healthcare coverage, we are committed to providing staff this needed support during this current health situation. To that effort, we are providing every Living Resources employee (whether you receive your health benefits here or elsewhere) with **NO COST TO YOU** Telehealth services. This telehealth service will allow you to access a medical practitioner by phone who provide consultation and order medications if necessary. A copy of the United Concierge Medicine information is attached to the policy.
- 2) **Residential facilities** – We have a responsibility to provide for all the needs of our participants in our residential homes and supportive apartments. As it has become necessary to employ social distancing, these supports will be provided around the clock in their homes. This is our unwavering commitment.
- 3) **Program/Services Closures**
 - a. **College Experience Program** – Following the College of Saint Rose protocols, classes have been cancelled and dorms have been closed.
 - b. **CareerNext** – Following SUNY Schenectady protocols, classes are being cancelled until March 27. After that date, students will attend classes virtually.
 - c. **Site-Based Day Habilitation** – Will be temporarily closed starting Tuesday, March 17 for all individuals residing in certified residential homes operated by Living Resources or other agencies. For individuals residing in their own home or with their family (non-certified), we will be temporarily closed starting Wednesday, March 18, to provide them with the opportunity to make alternate arrangements. Site-Based staff will be redirected to provide supports as appropriate and necessary.
 - d. **Day Community Opportunities (DCOP) programs** will cease providing services immediately. DCOP Staff will be redirected to provide supports in the residential and community hab programs.
 - e. **Art Programs and Beekman Art Gallery** – All studios will be temporarily closed starting March 18.
 - f. **Acquired Brain Injury (ABI) Structured Day Program** will temporarily close Tuesday, March 17 at 2pm. Additionally, **ABI Service Coordination** will provide supports via telephone instead of face-to-face meetings.
 - g. **Community Habilitation (ComHab)** – supports required in the home which could be met by Living Resources staff will continue, however, community activities will cease effective immediately.
 - h. **Afterschool Respite** – Following local school district guidelines, services have been cancelled until such time that students return to schools.
 - i. **Employment Services** – We will work to provide remote support to ensure continuity of employment and work to gain employment for individuals currently seeking employment.

*All of these closures will be in effect until March 31, 2020, unless we deem it necessary to amend.

**While programs are closed, staff will continue to provide opportunities to engage individuals by phone or through other mediums to the greatest extent possible.

As always, should you have any questions or concerns, please reach out directly to Steve Klein at ext 4312 or Joe Morelli at 4369.

Sincerely,

Living Resources Leadership Team

Sent: Saturday, March 21, 2020 3:29 PM

Subject: Important Information about Childcare & Employee Assistance Program

Each day brings new challenges and we are thankful for each of you for your steadfast commitment to the individuals you care for.

With mandated school closings, we realize that some of you may be struggling with childcare while continuing to provide the essential care to those we serve. Earlier this week, Governor Cuomo mandated that childcare be a priority and the YMCA's in the region have responded. Effective Monday, March 23, beginning at 7am, the Capital District YMCA will provide childcare for emergency personnel who do not have the option to work from home, as defined by The New York State Education Department. Emergency health care professionals include licensed health professionals such as physicians, nurse practitioners, physician assistants, registered nurses, LPNs, nurse assistants or laboratory personnel and **direct support professionals**. Please note that you will need to register for childcare by clicking the link below.

The following YMCA branch locations will provide services Monday through Friday from 7:00 am – 6:00 pm:

The following Albany locations will provide services:

- Arbor Hill Elementary — 1 Arbor Drive, Albany, NY 12207
- Eagle Point Elementary — 1044 Western Avenue, Albany, NY 12203
- Giffen Elementary — 274 South Pearl Street, Albany, NY 12202
- Hoosick Falls Central School — 21187 NY RT 22, Hoosick Falls, NY 12090
- New Scotland Elementary — 369 New Scotland Avenue, Albany, NY 12208
- Philip Schuyler Achievement — 676 Clinton Avenue, Albany, NY 12206
- Sheridan Preparatory Academy — 400 Sheridan Avenue, Albany, NY 12206

The following YMCA branch locations will provide services:

- Bethlehem — 900 Delaware Ave, Delmar, NY 12054
- Duanesburg — 221 Victoria Drive, Delanson, NY 12053
- Glenville — 127 Droms Road, Glenville, NY 12302
- Greenbush — 20 Community Way, East Greenbush, NY 12061
- Greene County — 35 Rt. 81, Hope Plaza, West Coxsackie, NY 12192
- Guilderland — 250 Winding Brook Drive, Guilderland, NY 12084
- Schenectady — 433 State Street, Schenectady, NY 12305
- Southern Saratoga — 1 Wall Street, Clifton Park, NY 12065
- Troy — 2500 21st Street, Troy, NY 12180

Online registration can be found at: www.CDYMCA.org/EmergencyChildcare

Thank you to the incredible YMCA staff for providing this needed service!

Employee Assistance Program:

We realize that in this ever evolving climate surrounding COVID-19, you may wish to consult with a professional. Your health and safety is important to us and we want to remind you that EAP assistance is available to **ALL** staff. The flyer below contains additional details and contact information.

Again, thank you for making a difference and helping to ensure the health and safety for those we support. You are a Super Hero!

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