



Date: October 19, 2020

To: All Staff Who Work in Residences

From: Jennifer Rush, Vice President, Residential & Clinical Services

Re: Mandatory Monthly COVID-19 Testing

The MA Office of Health and Human Services issued new “Congregate Care” rules that require BC Arc conduct monthly testing on all residential staff to help reduce risk of an outbreak.

This applies to all residential staff: part-time and full-time, relief, day staff working in residences and any staff that may go to programs (nurses, maintenance, and behavior specialists).

Every two weeks, one-half of BC Arc’s residential staff will perform a self-administered saliva test conducted at each residential program. The test will need to be witnessed by one other person. Tests will be dropped at designated Fedex Sites within 24 hours of administering the test.

With assistance from your manager, you will register with the testing company online before you take the test.

Results will be sent to your BC Arc email within 3 to 5 days of the test. You may continue to work while you await your test results as long as you are symptom free.

If you do not know your password for your BC Arc email, contact [413 499-0607 ext. 2](tel:4134990607) or healthyit@compuworks.biz and ask for your email password to be reset.

You may choose to do ongoing testing at another place of employment however, you must send test results for each testing cycle to Caroline Eldred celdred@bcarc.org.

Do not call the Nursing Department for your results.

If you have previously tested positive, see your manager for instructions.

Testing begins immediately at all residences. NOTE: No eating, drinking, chewing gum or smoking 30 minutes before taking the test.

This initiative is intended to keep both you and all the individuals safe. Thank you for your cooperation.