



To: All Staff  
From: Ken Singer, President & CEO  
Date: November 15, 2020  
Subject: New rules for COVID-19

Thank you for the work over the past months to keep everyone safe and sound. Due to increased risk around COVID-19, we are returning to the restrictive measures that were issued in the early weeks of the pandemic. As you may know, we have had several positive cases in the past two weeks. Please keep in mind that we have been through this before and performed with incredible success together, keeping yourselves and the individuals healthy and safe.

Supervisors and managers will keep you informed of any quarantined programs. While we believe it's important for everyone to be aware of these programs, we expect everyone to continue working. We may also need to move relief shifts to ensure proper coverage throughout BC Arc.

Shifts in quarantined programs will receive \$3 an hour in Hazard Pay.

Staff are welcome to take individuals outside for a walk or hike, but there are no indoor trips for food or stores, or anywhere outside where people congregate.

You may go to drive-through food places – like fast food restaurants– but may not go into restaurants to pick up the food during work hours.

As before, visits by clinical or medical staff, or trips to the doctor, should be made if they are critical. But we need to be smart about these visits and consider the risks.

### **Leave of Absence**

We are requiring supportive documentation from staff to accompany all requests for a leave of absence to demonstrate the critical need for your request.

If staff choose a LOA, they must use their benefit time and are expected to work until their leave is approved. They will not be paid for their Leave time.

Unlike the past, staff may no longer go into the negative in their “sick days” bank.

For staff who apply for the LOA and are turned down, you must return to work within 48 hours or your employment could be terminated. You are welcome to re-apply when you can return to work. All applications need to state an end-date for the LOA.

We are suspending all visits to all BCARC programs, homes, or offices until further notice. This includes prohibiting families from visiting. The exception will be for essential medical services and will be made on a case-by-case basis approved by Administration.

If an individual is taken by family or friends for the holiday, we require that the individual quarantine at home for two weeks before returning to the BCARC program, and show a negative test result to return.

We need this policy change to ensure that the Agency is fulfilling its duties to the individuals we serve. The Massachusetts governor has designated all of us essential workers. We need your help now, and always, as do our individuals. I hope you have a healthy and safe holiday season.

Thank you.