

Like the rest of the country, MYEP is making decisions and plans in response to the COVID-19 virus. Our main priority and responsibility is to put measures in place we believe best protect those we serve and those we employ. This is a rapidly evolving situation so please remain in communication with your supervisors and be on the lookout for new communications. As of now, we have determined guidelines we ask employees to immediately begin following and we have determined a method for making risk assessments on situations that may arise.

We ask everyone to be hyper-vigilant with hand hygiene and encourage those around you, including those we serve to do the same. We ask everyone to be hyper-vigilant with symptom monitoring and support those we serve to do the same. If you are symptomatic DO NOT COME TO WORK.

MYEP cannot and does not wish to limit the activities our employees participate in outside of work. We do, however, have the responsibility to put protections in place when we are aware of risks that could negatively impact the health and wellbeing of those we serve and our employee base. In that spirit we are asking employees to:

- Postpone all non-essential, long-distance travel by way of commercial conveyances (aircraft, ship, train, bus)
- Not attend large social gatherings (200 or more people)
- Practice social distancing to the greatest extent possible (maintain 6 feet of distance from people)

*If an employee chooses to travel or attend a large social event, this must be reported to a supervisor.*

Supervisors will then report the information to Megan and our senior leadership team will begin a risk assessment, handling each situation on a case by case basis. Each situation will be classified as low, medium, or high risk. Factors that will be considered include the mode of travel, the region traveled to, and any known exposure. If a large event was attended, we'll look at the nature of the large event and the region where the event took place.

If the risk assessment determines a situation is Low Risk mandates may include, but may not be limited to self-monitoring of symptoms and limited work assignments and movement within the agency. Medium Risk mandates may include, but may not be limited to 14-days of temperature verification before entry to work, mask wearing, and non-essential time on agency premises prohibited. High Risk mandates may include, but may not be limited to a minimum of 14-days away from all work premises.

Risk also exists in all of our day to day local activities. Avoiding travel and large groups are important measures but our daily practices are incredibly important. Individual caution and common sense must be practiced. In the event an employee becomes symptomatic or believes they have had a direct or indirect exposure to the COVID-19 virus this must be immediately reported to a supervisor. Supervisors must immediately report these situations to Megan who will then initiate the risk assessment.

If any full time, benefitted employee misses work time due to agency-directed COVID-19 prevention measures they will still be compensated for a 40 hour work week without use of PTO.

At this point our administrative offices and functions are operating normally, with the exception of close contact training courses. We will continue to hold most training classes such as Orientation, Medication Administration, CPR; however, due to the nature of the instruction in the Safety Care course, we will be cancelling any of those courses until the threat of COVID-19 has diminished to a point at which we no longer feel there is a risk to hold the course.

Again, we ask all to use extra caution and common sense in daily practices. Please hand sanitize upon entry to the building, avoid scheduling non-essential meetings and bringing in non-essential visitors. Unless an agency-wide decision is made, continue to work with your individual supervisors to determine the best work arrangement for your specific situations.

MYEP will continue to closely monitor the everchanging recommendations and restrictions being communicated by the CDC and Public Health Department. MYEP's Sr. Leadership will continue to put needed measures in place as new information becomes available. We appreciate everyone's full cooperation. If you have any questions feel free to contact a member of Sr. Leadership.