



## Trinity Assistance Corporation

*Providing innovative services to People with Developmental and Intellectual Disabilities since 2003*

October 14, 2020

Attn: Trinity Employees

Subject: Vitiation to 3545 Buffalo Rd. Building

2020 has certainly been a year for the record books and has forced us to take a different approach to our way of life. As 2020 will soon come to a close and we begin preparing for 2021, we'd like to take this opportunity to send a few updates/reminders to our employees, to start 2021 on the right foot.

In March of 2020, OPWDD issued a mandate to close all facilities certified and/or operated in providing services to individuals with intellectual and developmental disabilities. Effective at that time, we immediately closed our 3545 Buffalo Rd. building and restricted access to only those select employee's working within the building.

July 2020, we received approval to reopen our Site-Based Respite Center in our 3545 Buffalo Rd. building, under a very strict, seamless, reopening plan to ensure for the protection and safety of all people supported and employees, in an effort to reduce risk of exposure to COVID-19. As a result, we have continued to restrict access to our 3545 Buffalo Rd. building to only essential direct support staff specifically working with people supported, within our Site-Based Respite Center and essential administrative level employees.

Unless otherwise specifically notified, no one else is permitted to enter the 3545 Buffalo Rd. building. This includes those that have previously arranged to pickup their manual paychecks from the building. For those that do not have direct deposit for their bi-weekly paycheck, **your paycheck will be automatically sent in the mail on the corresponding Friday**, to the address we currently have on file, within our ADP payroll processing system. If you have recently moved, or unsure if the correct address is on file, we kindly ask that to log into your ADP employee portal to ensure for the correct address, or you can contact Katy Lajuett, Human Resources Specialist at (585) 861-6817 x8 or [katylajuett@trinityassistance.org](mailto:katylajuett@trinityassistance.org) and she would be happy to assist in updating your information.

Additionally, please remember, per our timesheet submission policy, all employee timesheets are to be submitted by no later than 3PM on the Monday of the corresponding pay week. This timeline is in place so that we can ensure payroll is processed accordingly in order to pay employees on the corresponding Friday.

We want to thank all of our employees for continued dedication in providing *quality* services to the people we support, and we hope for continued good health for all our employees, people supported and their families.

Thank you,

Ashley Vail, MPA

Director of Operations/QIDP

Trinity Assistance Corporation

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