

COVID-19 Advisory/Update 3/17/2020

We have met with staff and shared information about how Amego and the Commonwealth of MA is responding to the coronavirus (COVID-19) and how to prevent the spread of the disease. We will continue to keep staff, families, and stakeholders informed through regular outreach and we encourage all to check back on this website as well as the [Department of Public Health](#) and [Centers for Disease Control](#) websites for regular updates.

Given the evolving nature of COVID-19 and out of an abundance of caution, we have adopted several precautionary measures and issued several updates on our website. The following is a quick update of Actions taken thus far:

- Closure of are day programs effective Friday 3/13. Earliest re-open date is 6th. That will be assessed as we draw closer to that date.
- Family visits suspended as of 3/16/2020. Families have been instructed that if they choose to take their loved-ones home that they will need to remain with them for a minimum of two weeks. Most families have expressed appreciation for this measure. It's challenging to say the least, but we will support them to understand this decision.
- Amego's portion of the Day-Only School will be closed from 3/16/2020 through 3/20/2020. We will re-assess and provide an update next week.
- Staff will be allowed to work flexible schedules or take time off to care for children and family members. All managers are instructed to work with staff who want to work, to find schedules and programs that can accommodate their needs.
- All direct support staff who are able to work will be bonused for the next two pay periods (Pay period starting 3/15/2020) through are bonus program. Full time staff (over 30 hours) will be bonused \$50 weekly - \$100 per pay period if they work full schedules both weeks. Part time staff (under 30 hours) will be bonused \$25 weekly - \$50 per pay period if they work both weeks in a pay period. These bonuses will be paid on regular payroll cycles beginning on April 1st.

The plan is to reassess as more information becomes available.

As previously communicated, employees feeling sick with fever or flu symptoms should not come into work. ***Information available to date regarding COVID-19 indicates that the highest risk population includes older adults and individuals with serious chronic medical conditions. Employees in this risk group as well as employees with any concerns, are encouraged to talk with their supervisors to review possible alternative work assignments.***

We believe in following the recommendations of the Department of Public Health and the Centers for Disease Control on how to prevent/control the spread of the disease. To that end we would like to remind you of the following steps we can all take to make a safer workplace for all of us:

- Cover your mouth – when you cough or sneeze use a tissue or your inner elbow, not your hands.
- Wash your hands – with soap and warm water or use an alcohol-based sanitizing gel.
- Stay home if you are sick – and avoid close contact with others as practicable.

The attached flyer will be posted in all areas as a reminder on how to prevent the spread of germs and respiratory diseases like COVID-19.

Stop the Spread of Germs

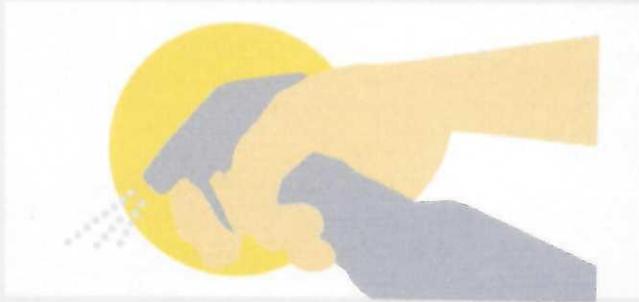
Help prevent the spread of respiratory diseases like the flu and COVID-19:



Wash your hands often with soap and warm water, or use an alcohol-based gel.



Avoid touching your eyes, nose and mouth.



Clean things that are frequently touched (like doorknobs and countertops) with household cleaning spray or wipes.



Cover your mouth when you cough or sneeze. Use a tissue or your inner elbow, not your hands.



Stay home if you are sick and avoid close contact with others.



Think ahead about how to take care of yourself and your loved ones if the virus starts spreading in the community. Visit [mass.gov/KnowPlanPrepare](https://www.mass.gov/KnowPlanPrepare) for a preparedness checklist.