

June 5, 2020

Dear Arc NCR Community Members:

Thank you again to The Arc NCR community for its commitment and effort during this uncertain time. We appreciate your support and are excited to be looking ahead at when the organization can begin resuming normal operations, including new types of supports. Effective Friday, June 5, 2020 at 5:00 p.m. Governor Larry Hogan has transitioned the state of Maryland in to Phase 2 of the [Roadmap to Recovery plan](#).

As a supporter of our organization, you may be wondering what Phase 2 means for team members and the people we support. While we are all eager to begin regular services again, The Arc NCR needs to continue to make the health and safety of supported individuals, team members, and the community its highest priority. With this in mind, the organization will slowly resume program operations instead of opening all at once. During Phase 2 of Governor Hogan's plan, the following will occur:

- Program Updates – All temporary program closures remain in effect. Virtual supports will be provided to supported individuals during this time. If you have questions on virtual supports, please contact Swanisha Hinton at shinton@arcncr.org. To review all continued program related closures and details, please refer to the [Phase 1 update here](#). Again, Phase 1 closures will remain in effect during Phase 2, until otherwise notified.
- Telecommuting – Arc NCR team members currently working from home should continue to work at home unless their Supervisor has informed them otherwise. A return to work date will be announced at a later time.
- Employment Services – If supported individuals in the Employment Services program are asked to return to work by their employers, they should feel free to do so unless concerned for their health and safety. If they do plan to return to work, please reach out to the Director of Employment Services, Joe Hughes, at jhughes@arcncr.org. If supported individuals do decide to return to work during Phase 2, The Arc NCR will be unable to resume transportation routes at this time. Please contact your Case Manager to discuss alternative transportation resources that are available in your area.
- Camp Sp'Arc – This summer's 2020 Camp Sp'Arc is cancelled. Due to current restrictions under the COVID-19 pandemic, the organization did not feel it could have engaging and fun activities similar to last year while maintaining safety standards. Please know that it is our goal to host Camp Sp'Arc again in summer 2021. For questions regarding Camp Sp'Arc please contact fss@arcncr.org.
- Visitor Policy - The Arc NCR will be implementing certain precautions to ensure the continued safety of the people we support and our staff. We are moving from a strict no-visitor policy in our Community Living homes and will now allow family members to visit. This will be based on a person-centered approach. Please note we are still not

allowing visitors to enter the homes (bathroom use, retrieving belongings, etc.) at this time. We will be implementing a checklist prior to a visitor arriving, as well as when the visitor leaves. This process will include a questionnaire, as well as temperature checks. Please reach out to your Case Manager for more information.

- Vacation Policy – The Arc NCR is asking team members to [follow CDC guidelines when traveling](#). For international travel or travel on cruise ships, team members are expected to quarantine themselves for 14 days after returning from their trip. They are also required to [monitor their health, per CDC guidelines](#). In addition, team members are expected to follow CDC safety guidelines while traveling. These guidelines include washing your hands for at least 20 seconds, avoid touching your eyes, nose, or mouth, keep 6 feet of physical distance from others, wear a cloth face covering in public, cover coughs and sneezes, and pick up food at drive-throughs, curbside restaurant service, or stores. [For domestic travel within the U.S.](#), team members are not required to quarantine upon return, but are expected to follow the same CDC safety guidelines as international travelers. **Please note: CDC travel guidelines do change periodically. Team members planning to take vacation should check the CDC website before, during, and after their trips.**

Again, while I know team members, people we support, and the community may want to resume normal activities sooner, we feel it is best for everyone to slowly phase in regular activities and services. **Please know that this plan is in effect for Governor Hogan's Phase 2 in the Roadmap to Recovery plan. The Arc NCR will communicate if there are any changes during Phase 2, as well as changes for Phase 3 when the time comes to transition to the next phase.** We appreciate your flexibility during this transition, and we will continue to update you as frequently as possible.

If you have any questions and would like to reach out to someone directly, please contact info@arcncr.org. Thank you in advance for your understanding and cooperation amidst these difficult times.

Sincerely,



Shawn Kros
CEO