

March 17, 2020

Dear Madison Cortland staff,

In an effort to minimize the spread of COVID-19 (coronavirus), The Arc Madison Cortland will be suspending operations of our site-based day programs beginning March 17, 2020 at 5:00 p.m. This includes Winoa Hall, Crawford Street, Seniors and Main Street.

There are no confirmed cases of COVID-19 in any of our programs at this time. We continue to monitor all guidance from local, state and federal agencies, and will stay in close communication with you about our response as the situation develops.

The Arc Madison Cortland did not make this decision lightly. We realize the impact it has on our families, staff and the people we support, however it is critical we take action to limit the spread of illness.

Although we have suspended these programs we still need you to report to your job sites until further notice. Our number one priority right now is supporting the residential department and we currently have assignments that have been developed for the day programs staff that are used during snow days. That plan is being implemented now so that we can still provide quality services.

The use of paid time or unpaid time off will be determined as always through your supervisors. After we have ensured that proper coverage has been established for the residential program and lapsed work has been taken care of in the closed programs, we can look to grant time off in a more liberal fashion. As always, we will work with each employee to ensure their best outcome. Although available hours may not coincide with your normally scheduled work week, we are trying to make sure that employees have the opportunity to earn as close to their full week's wages as possible.

The Arc Madison Cortland continues to emphasize best practices for infection control at all our sites. We are actively working with The Arc New York, the Office for People with Developmental Disabilities (OPWDD), and state and local health departments to develop response plans and procedures that prioritize the health and safety of our families, individuals and staff, while minimizing disruption of essential services.

We appreciate your unwavering commitment to serving our individuals in difficult times, and recognize that our staff may be facing personal challenges as a result of COVID-19 suspensions and restrictions. If you have concerns about how this situation is impacting you personally or professionally, please reach out to your supervisor. We will work together to support our full community through this crisis.

Thank you for your continued patience and partnership.

Sincerely,

Perry J. Courto