



COVID-19 Safety Measures for Employees

Effective 3/28/2022

Community Habilitation (Self-Hired and Agency Supported), Self-Hired Respite, Companion Care, Broker and Fiscal Intermediary Services

Masks / Face Coverings for Employees

- Employees are provided with medical disposable masks and additional PPE upon request.
- Email supplies@advocatesincorporated.org to request PPE.
- PPE will be mailed to employees within 1 business day of request, or can be picked up by appointment upon request.

	Guidance on Masks/ Face Coverings
Indoors	Regardless of vaccination status, all Advocates employees are required to wear a mask in all indoor locations while providing services. This applies even if the indoor community location does not require masks.
Within the home of individuals receiving services	Regardless of vaccination status, employees are required to wear a mask in all indoor locations while providing services, including when working within the individual's private home.
Outdoors	Regardless of vaccination status, employees are <u>not</u> required to wear a mask in outdoor settings while providing services.

Guidance on Community & Group Activities During Services

- Employees should encourage individuals receiving services to practice social distancing in public places.
- Low risk, well ventilated or outdoor activities are encouraged whenever possible.

Additional Guidance When Community Levels of COVID Are High

[Click here to view community levels of COVID by county](#)

- Advocates strongly recommends that services are provided 1:1 when community levels of COVID are high.
- Regardless of vaccination status, gathering in groups is strongly discouraged when community levels of COVID are high.

Transportation During Services

- Prior to providing services vehicles should be cleaned and disinfected.

Guidance on Providing Services Within a Mentor's Home

To safeguard the people we support, our employees and those residing in the employee's home, services may not be provided at a Mentor's home. **This is an ongoing policy that will remain in effect beyond the COVID-19 public health emergency.**

Contact information:

Advocates COVID Hotline / Incident reporting cell: (315) 401-1293

Human Resources email HR@advocatesincorporated.org

Training and Support Specialists: (315) 469-9931 or email TSS@advocatesincorporated.org

<http://www.advocatesincorporated.org/information-resources>