Dear Valued CenterLight Partner,

As we all work to navigate the COVID-19 pandemic, we would like to thank you for your ongoing support and dedication in providing care to our participants. As you are well aware, CenterLight’s population represents the most frail and vulnerable among us. We appreciate your responsiveness over the last couple of weeks to our requests related to safeguarding our participants and staff.

**Emergency Plans & Unvaccinated Staff**
To recap, to date each of you have submitted your Emergency Plans and your list of employees who have declined the flu vaccine. While the flu vaccine is not directly related to the outbreak, we do expect, per DOH regulation, that these unvaccinated employees wear PPE during the flu season and take heightened precautions.

**Home Care Staff Screening Requirement**
We also call your attention to the Dear Administrator Letter (DAL) issued by the New York State Department of Health on March 22, 2020 which requires LHCSAs to have a policy in place for the screening of staff prior to beginning home visits.

**Your Role in CenterLight’s Interdisciplinary Team**

**Changes to PACE Participant Schedules**
Additionally, as we have discussed, you are key members of the CenterLight interdisciplinary team (IDT). As such, we want to elaborate more on how crucial it is for you to communicate daily with the IDT at our PACE sites. Additionally, we need for you to continue submitting the paraprofessional six-month assessments as requested for the proper care planning of our participants. Finally, please remember that any changes in the paraprofessional’s schedule must be initiated and approved by the IDT at CenterLight prior to any change in services.

**Real-Time Reporting Requirements**
We continue to ask that you report, in real time, the following:

1. Any absences of a paraprofessional providing care
2. Any replacement paraprofessionals who have not already serviced our participants
3. Any incident of lateness that exceeds 15 minutes
4. Any call outs from paraprofessionals that exhibit COVID-19 symptoms, including, but not limited to:
   a. Shortness of breath
   b. Fever
   c. Cough
   d. Sore throat

5. Any paraprofessional that tests positive for COVID-19 and their potential exposure to any participant they served within the week prior to the diagnosis

6. Any paraprofessional who has travelled internationally over the past 30 days, with a hyper-focus on China, Italy and Iran

**Handwashing Reminder**
Please remind your staff that the first and best defense to preventing the spread of COVID-19 is via continuous hand washing.

Again, on behalf of CenterLight, I would like to thank you in advance for providing us with this crucial, real time data. If I may be of further assistance, or if you have questions or need further context, please contact me at chickey@centerlight.org, or my associate Seema Poonai at spoonai@centerlight.org. We wish you and your staff well during this very challenging time.

Respectfully,

Christopher D. Hickey
Senior Executive Director