

October 26, 2020

Dear Sheltered Workshop Client/Family,

Recently, the PA Office of Developmental Programs (ODP) instituted new operational guidelines for facilities like ours. These guidelines are related to the spread of COVID-19 in Butler County, and would determine our ability to:

- continue our operations as we have been or,
- make modifications to how we are running our programs or,
- shut down altogether.

Basically, the state Department of Health is ranking the Level of Community Transmission of COVID-19 for each county as either Low, Moderate, or Substantial. These ratings are determined by the total number of confirmed and presumed positive cases of COVID-19 in each county, as a percentage of the total number of tests in the county, including those that are negative.

The graph below shows the percentages they are using for these rankings, and also the steps that we as a provider are required to conform to. As of October 23, Butler County was in the Low level of community transmission. Since Low and Substantial are fairly self-explanatory, I'd like to focus on Moderate.

Thresholds for Community Spread		
Level of Community Transmission in the County	PCR Percent Positivity (Most Recent 7 Days)	Recommended Facility Operational Status
Low	<5%	Remain open or re-open if previously closed and Low threshold met continuously over a 14-day period
Moderate	5% - 10%	Facility remains open and increases mitigation activities related to the risk of COVID-19 including: (1) inform participants with high risk needs of the "moderate" level of community transmission designation; (2) consider reduction in the number of service days to provide for additional cleaning; (3) reduce, or at a minimum, do not expand current capacity; (4) make alternative transportation plans for anyone using public transit or multi-passenger vehicles with passengers from multiple locations.
Substantial	>10%	Facility to close or remain closed.

If community transmission in Butler County reaches 5% and stays under 10% (Moderate), the following will happen:

- 1) All individuals with high risk needs will be informed of this development. They can decide if they want to continue to come to work or ATF.
- 2) The Arc of Butler County will consider decreasing the days of our operations to allow us to provide more cleaning. We may or may not cut back our days, that would be determined at the time. You will be informed if we cut back your days.
- 3) We will not accept any new clients into the program.
- 4) Finally, clients who use BART, and possibly some of our agency vans, will not be able to come to work, unless they get their own transportation to and from.

We know this may cause some confusion and concern. To add to it, the PA Department of Health doesn't release the levels of transmission for each county until mid-afternoon every Friday. As a provider, we are responsible to implement any changes immediately, so they are fully in place by the following Monday morning.

This could result in you getting very little notice as to any changes in our operations. At this point, our plan is to carefully monitor the state website each Friday afternoon, and when the new figures are released, notify the affected client as soon as possible if any changes need to be made.

So, you could get a call or email on some future Friday afternoon if any changes are needed. We are sorry for the short notice. If we should have to implement any changes, including closing the facility, we would be required to do that until Butler County drops down to the next lowest threshold, and remains there for two weeks.

Please feel free to contact me if you have any questions. My number is (724) 283-3300 x 107 or you can email me at mkdugan@arcbutler.org . Thank you for your patience and understanding and please stay safe.

Sincerely,

Mary Kay Dugan

Director of Vocational Services