



**Memo To:** Parents, Guardians, and Stakeholders (Page 1 of 1)

This is to update you on our COVID preparedness efforts and pertinent agency information.

**Keeping our campus, group residences, and administrative offices safe:** **(1) Testing Results and Protocols:** Our entire staff has continued Covid-19 “surveillance testing” since the fall; testing frequency is determined by the positivity rate in our region. **(2) Contact Tracing:** We are utilizing new technology to automate our contact tracing process for staff on campus and in our office locations, allowing for “instant” tracing in the event of a positive (or suspected positive) case. **(3) Our COVID Response Leadership Team** continues to meet regularly, updating agency protocols to meet or exceed the evolving public health and CDC guidelines. Rising positivity rates in our area are concerning; Barnstable County is at 6.25% positivity (last 14 days as of 3/31) and Plymouth County is higher again at 4.34%. **(4) Vaccinations:** Most of our staff members have been vaccinated, providing us with a collective sense of hope and gratitude. Although we are relieved, there are still individuals, staff, and students in our Latham “bubble” without the vaccination, and we will continue to do what we know works best to prevent the virus in our bubble: Mask wearing, hand hygiene, cleaning, social distancing, and avoiding gatherings.

Additional operational / health and safety updates:

- Screening protocols continue for staff and vendors who must come to any Latham location.
- Staff trainings and new-hire orientation sessions continue – almost exclusively online.
- With health and safety of our staff and the Latham community in mind, our new administrative offices in Yarmouth Port are open by appointment only. We are looking forward to making a public announcement about this new location for many of our Admin Team members.

**Communication with families:** For parents and guardians, program-related announcements will continue to be shared with you by the Children’s or Adult Services director. This update and future agency-wide memos will be added to the “Update for Latham Families” page linked at the top of our website <https://www.lathamcenters.org/>. Latham Centers continues to post news and program highlights on the blog <https://www.lathamcenters.org/blog/> and social media.

#### Events:

- **Staff Appreciation:** Both our Children’s and Adult Programs celebrated the extraordinary efforts of our staff in virtual recognition events last month. The events coincided with National Employee Appreciation Day, as well as the one-year mark of when the pandemic rocked our world. Here are highlights:
  - <https://www.lathamcenters.org/blog/an-uplifting-and-heartfelt-lathamstrong-celebration/>  
Massachusetts Governor Charlie Baker and First Lady Lauren Baker recorded a beautiful message to our staff for the Zoom meeting: <https://youtu.be/i6-qf8ujbxl>
  - <https://www.lathamcenters.org/blog/adult-services-honors-stronger-than-ever-team/>  
Coming together to recognize the Latham staff for their heroic efforts throughout this past year was a moving reminder of how much we have overcome together.
- **Fundraising Update:** We will soon announce details of Latham’s participation in *The Gasp* (a do-it-ourselves mini-version of the annual bike ride set for September), and a smaller-scale *Latham Charity Golf Classic* in October. Please watch our blog newsletter for details! Unfortunately, we will not be participating in the Falmouth Road Race numbers-for-nonprofits fundraiser this summer, but we hope some of our past runners might join the Latham Gasp team!

***To our supportive Latham community, THANK YOU!***



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## Latham Centers' COVID-19 Preparedness

**Update 4: December 10, 2020**

**Memo To:** Parents, Guardians, and Stakeholders (Page 1 of 1)

**Testing Results and Protocols:** Our entire staff began monthly Covid-19 screening testing in October, with 50% of staff testing every two weeks. This regular testing has been welcomed; our entire team's diligence in keeping our programs safe has been extraordinary. Our COVID Response Leadership Team is in communication regularly, modifying agency policies and procedures to meet or exceed the evolving public health and CDC guidelines. When Latham is notified of a positive result, protocols are put in place immediately. This involves contact tracing, communication with any parties affected, monitoring of symptoms during the possible infection window, and retesting of anyone known to be exposed.

We are faring well with our stock of PPE and extensive protocols to keep COVID away from Latham. If we do have any positive cases in our community, we are well prepared. Additional operational / health and safety snapshots:

- Screening protocols continue for staff and vendors who must come to any Latham location.
- Many departments continue to work primarily remotely, including Finance, HR, and other Administrative positions. If you are reaching out to a staff member via phone or email, patience is greatly appreciated.
- Staff trainings and orientation sessions continue – almost exclusively online.

**Communication with families:** For parents and guardians, program-related announcements will continue to be shared with you by the Children's or Adult Services director. This update and future agency-wide memos will be added to the "Update for Latham Families" page linked at the top of our website <https://www.lathamcenters.org/>. Latham Centers continues to post news and program highlights on the blog <https://www.lathamcenters.org/blog/> and social media.

### Events:

- **Staff Recognition:** We held a Virtual Annual Staff Awards ceremony last week via Zoom. We'll soon post the YouTube video clips for the entire Latham community to share in the joy of recognizing the many staff members who were nominated for the awards by their peers and supervisors, as well as the six staff members honored with an award.
- **Fundraising Update:** As you know, the Development Team had to postpone the annual Charity Golf Classic (2021 date TBA). Our fall appeal letter has gone out in the mail. The letter and link to make a charitable year-end donation are now on our website: <https://www.lathamcenters.org/annual-appeal/>.

***We are grateful to our supportive Latham community!***

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## Latham Centers' COVID-19 Preparedness

**Update 3: May 4, 2020**

### **Memo To:** Parents, Guardians, and Stakeholders (Page 1 of 1)

As of this writing, thankfully, Latham Centers has no known cases of COVID-19 (among students, adult residents, and staff), and both programs have fared incredibly well in health, wellness, and safety. We are so thankful to our staff who continue to perform heroically in the midst of this time of uncertainty and fear. The support that staff members have given to one another has been inspirational, as has been the care and creativity they demonstrate each day — keeping students and residents engaged in a myriad of fun and educational activities. We feel grateful that things have been calm for us so far, however, we do not take this for granted. If anyone at Latham does test positive, the sentiment shared by Adult Services Director Gina Sheehan says it all: *“For Latham and any place like Latham, a case of COVID will not be a failure. It will be another opportunity for us to ensure that every single person who is connected to Latham is cared for and advocated for with an excellence and strength that never stops growing.”*

**Update on Latham's Proactive Measures:** We continue to stay abreast of the latest advice from our state Department of Public Health, the Dept. of Developmental Services, our licensor the Department of Early Education and Child Care, and the Department of Elementary and Secondary Education. In addition, we are working with our local department of Public Health as well as the Massachusetts Emergency Management Agency. We have been fortunate to secure supplies of Personal Protective Gear and continue to replenish those supplies for the future. Internally, we have an Emergency Management Team that involves all components of Latham Centers as well as Dr. Christine Thomas (a Latham parent, Vice-Chair of our Board of Directors, and a physician at Lahey Clinic).

**Programming:** Whether you follow our “News & Inspiration” blog and social media posts, or you hear program highlights from your loved ones or Latham staff, wonderful things are happening at Latham and we have much to be thankful for. We are in the midst of a blog series thanking you and other friends of Latham Centers, leading up to #GivingTuesdayNow (a global day of giving and unity tomorrow – May 5th). April highlights: <https://www.lathamcenters.org/blog/2020/04/>



**Event Notices:** We feel it is responsible to cancel this year's on-campus Year-End Celebration in June. However, we are working on creation of a 'virtual celebration' to recognize our students, staff, and community partners. Even the iconic Falmouth Road Race will be a virtual “at home” race this August. *(Never has ‘Go, Team Latham’ had such meaning!)* We hope to decide on changes to other events, conferences, and fundraisers scheduled on Latham's 2020 calendar before the end of May. Regardless of any changes in plans, we'll find a way to honor our students' and residents' milestones and our team's resilience throughout Latham's 50<sup>th</sup> year.

**Communication:** Program-related news will continue to be shared with you by the Children's or Adult Services director. This update (#3) and future agency-wide memos will be added to the “Update for Latham Families” page linked at the top of our website <https://www.lathamcenters.org/> (click button: “COVID-19 UPDATES & RESOURCES” or follow this direct link: (<https://www.lathamcenters.org/covid19/>)). *We hope you are all healthy and safe – we'll all be together in spirit on Tuesday for the Day of Unity.*

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## **Latham Centers' COVID-19 Preparedness**

**Update 2: March 13, 2020**

### **Memo To: Parents, Guardians, and Stakeholders**

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As of this writing, there are no known cases of COVID-19 in Southeastern Massachusetts. That includes Latham Centers Programs. In an effort to protect our community of which you are a member, Latham Centers has put in place very proactive measures until we all can get a better handle on the situation. Those measures have been reviewed and updated daily (and in some cases more often depending upon the latest updates from Public Health). Because of the most current information we have received from CDC, Public Health Organizations and school systems nationally, we are taking additional steps effective today.

**Effective today, March 13, 2020**, we are cancelling all home visits for our students and residents. We are also discontinuing the practice of parental or other visits to our residential homes. If a parent wants to visit with their child, they must do so in a specific controlled area of our school/admin offices which will be decontaminated daily. If a parent insists on taking their child on a home visit, the student or client will not be allowed to return to our campus or group residence until the parent can show that their child was quarantined for the minimum amount of time set forth by the CDC and does not test positive for the virus.

All community outings for all of our students and clients to crowded areas such as movies, malls, libraries, indoor animal programs have been put on hold for now. We are also suspending any tours or outside visitors to our school and have placed restrictions on our staff making international and in some cases domestic travel. We will more than likely have our compromised individuals remain in their residences to mitigate the potential for the spread of the virus. We will post these update on our website, <https://www.lathamcenters.org/> (click link at bottom of main page, "**Update for Latham Families**").

## **Visits**

No one should be coming to any Latham site; we will arrange audio/video visits and meetings. However, in **the rare circumstance** that a non-staff person must come to a Latham site, a summary of the newly implemented visitor (and vendor delivery) protocols follows:

- **Children's Services:** In rare circumstances, any visit to campus must be scheduled in advance, and visitors, including family members, must enter the campus through the Reception Office. A member of Latham's supervisory/management team will greet you at the Reception Office. All visitors will be screened for risk\*. If it is determined that a visitor is ill or at risk, he/she will not be admitted to campus. In addition, any parent who takes their child off-campus must follow CDC recommendations regarding good hygiene and social distancing ([https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention-treatment.html](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention-treatment.html)) and be clear on the home-visit cancellation notice above.

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**Memo To:** Parents, Guardians, and Stakeholders

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- **Adult Services:** In rare circumstances, any visit with an individual must be cleared with the residential manager (or on-call manager) and will take place off-site at our administrative offices. Visits are forbidden if you have any flu-like symptoms, or if you have recently traveled. Visitors will be screened for risk.\*

**\*Visitor assessment (for both programs) will include:**

1. Have you had international travel to those countries that are high risk? China, Italy, South Korea, and Iran (CDC recommends 14-day quarantine)
2. Have you been in contact with anyone who has been evaluated and has been diagnosed presumptive or positive with Coronavirus, that you are aware of?
3. Do you have a cough, sore throat, fever, or any respiratory symptoms? If yes, then you may return once symptom-free for 48 hours.
4. What are your plans for your visit with your child — if off-campus?  
The recommendation from the CDC is for visiting to be away from highly populated spaces. "Social distancing" is recommended. Outdoor activities at parks, etc. is recommended.

## Programming

Changes in programming will be shared with parents through our traditional methods of communication from Children's Services and Adult Services. We are making every effort to minimize students' and residents' exposure. In keeping with CDC recommendations regarding social distancing, we will be rescheduling most group gatherings/events. Information regarding the upcoming prom will be communicated to Children's Program families within the next few days.

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## Latham Centers' COVID-19 Preparedness

**March 11, 2020 Update**

To Our Latham Families from Anne McManus, President & CEO:

Massachusetts Gov. Charlie Baker declared a state of emergency yesterday in response to the spread of the novel Coronavirus (COVID-19), noting that *"Responding to this evolving health threat requires everyone to be vigilant and for everyone to be part of this effort."* Latham Centers continues to focus our efforts on education, prevention, and preparedness. To date, we have received no indication that the virus has been identified on Cape Cod or the Islands.

We are taking all precautions to ensure the safety of our students and residents. We are closely monitoring the developments related to COVID-19, following and/or consulting with:

- The Centers for Disease Control and Prevention (CDC)\*
- The World Health Organization (WHO)
- The Massachusetts Department of Public Health (MA DPH)

### **We continue to:**

- Reinforce the importance of good hand and cough hygiene. (Washing hands for at least 20 seconds, covering your mouth when you cough, not touching eyes, noses, or mouths).
- Communicate with our staff regarding the importance of thoroughly disinfecting all high-touch surfaces such as doorknobs, as well as staying home if sick.
- Stock all residential and office locations with proper cleaning and protective materials and increase availability and presence of hygiene supplies (tissues, hand sanitizer).
- Ask that visitors not come to Latham sites if they are presenting with flu-like symptoms, or if they have recently traveled.
- Review information provided by the organizations noted above and implement best practices, including Program-specific education and prevention specific to risk level and current advisories from MA DPH and CDC.

### **We need continued parent/guardian partnership:**

- If you have taken your child/adult out of Latham's program (vacation, break, or scheduled visit) and your child/adult becomes ill with respiratory symptoms resulting in fever, body aches, shortness of breath, cough and runny nose, reach out immediately to the Director of Nursing (Children's Services) or the Nursing Services Manager (Adult Services).
- We will provide updates to families as needed.
- \*New information will be updated on the CDC Website as it becomes available. We encourage you to keep current by regularly checking the CDC website for updates:

<https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>

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