



March 13, 2020

Dear DDA Provider,

The Mayor issued a declaration of Public Emergency and a declaration of Public Health Emergency on March 11, 2020, in response to COVID-19. Please continue to remain alert and update your procedures based on any guidance or instruction issued by DC Health or the Executive Office of the Mayor. Detailed information on the District's response to COVID-19 can be found at coronavirus.dc.gov. In addition, required postings and informational flyers from DC Health are attached.

We recommend providers consider implementing a temporary practice regarding visitors to their homes, including maintaining a log with names and contact information for any visitors, and restrict visits by people who are at high risk for COVID-19, including people who have traveled to any country with a level 2 or level 3 travel advisory (see <https://www.coc.gov/coronavirus/2019-ncov/travelers/index.html>) within the past fourteen days, or people who have had direct personal contact with a person who has been diagnosed with COVID-19 within the past fourteen days.

Last week, DDS issued an update on the response to COVID including instructions for updating your organization's Comprehensive Emergency Preparedness Plan (CEPP) and the Personalized Emergency Preparedness Plan (PEPP) for each person you serve. Please continue to update those plans as necessary.

Specifically, the CEPP is a vital part of your response should there be a COVID-19-related emergency. The plan should be updated with contingency plans to address the populations your organization serves. Please further update the plan to include the additional details:

1. Emergency Contacts including a primary 24-hour emergency contact and a secondary 24-hour emergency contact for all issues. Please include all contact information, including mobile numbers if available. Please also include a designated health and safety management contact (preferably a clinician that works for or with your organization – the person can also be a primary or secondary contact). This contact will be responsible for responding to DDS during an emergency on the health and well-being of the people you serve.

2. An emergency plan. We recommend that your plan includes:
 1. Plan should a person or setting need to be quarantined for 14 days or longer.
 2. Plan should a person's day services be unavailable.
 3. Measures that would be taken to maintain appropriate staffing ratios.
3. An appendix that lists potential resource limitations you may face should a COVID-19-related emergency occur.

By close of business Tuesday, March 17, 2020, please provide the Department with a copy of your Comprehensive Emergency Preparedness Plans for your organization, by uploading them to the MCIS system. Please upload them to the Provider Documents tab under the provider section within MCIS. Detailed information on how to upload your documents is also attached to this email.

If a person you provide services for or a member of your staff tests positive or is presumed positive for COVID-19, please enter this as a Reportable Incident in MCIS.

Continue to communicate with your assigned Quality Resource Specialist (QRS) with any questions, comments, or concerns.

