



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

MEMORANDUM

To: DDA Stakeholders

From: Bernard Simons, Deputy
Developmental Disabilities Administration 

Subject: COVID-19 Homes Visitors and Essential Staff Travel Guidance

Date: April 1, 2020

Note: Please ensure appropriate staff members are informed of the contents of this memorandum.

Background

On March 5, 2020, Governor Lawrence J. Hogan, Jr., declared a State of emergency due to disease (“COVID-19”) caused by the novel coronavirus. COVID-19 is a severe respiratory disease, resulting in illness or death, caused by person-to-person spread of the novel coronavirus. Based on State and federal guidance and to protect individuals with intellectual and developmental disabilities, the Developmental Disabilities Administration (DDA) recommends the following considerations for home visitors and staff travel.

Visitors to Residential Homes, Own Homes, Micro-Boards and the Homes of People in Self-Directed Services:

- Temporarily suspend visits from family, friends and others during COVID-19 pandemic unless considered essential
 - Essential people may include:
 - Residential Support Professional staff; alternate caregivers, employees and volunteers providing care
 - Emergency Personnel
 - Child and Adult Protective Services
 - OHCQ staff for urgent health and safety concerns only
 - Outside medical and behavioral health personnel
 - Vendors for critical supplies
- Utilize virtual visits via phone, video chat or conferencing applications.

Essential Staff Travel

The DDA recommends that agencies and Direct Support Professionals carry the following when commuting to and from work or engaging in essential work-related travel when navigating the community, in the event you get stopped by law enforcement:

- Travel with a letter on your employers letterhead, that includes your name, title, a statement that you are supporting individuals with developmental disabilities, purpose of your travel, and a signature from an authorized agent of the agency, micro-board or the participant self-directing services;
- Travel with your agency identification card with a photo (if available) and your State issued identification or similar proof of identification; and
- Keep a copy of Governor Hogan's official order, for which section (h) states companies and organizations providing support for persons with intellectual or developmental disabilities are essential.

cc: Regional Directors

Patricia Sastoque, Director of Program

Valerie Roddy, Director of Fiscal and Operations