



Creating the Future...  
One Person at a Time  
Affiliated with United Cerebral Palsy since 1947

## Miami Cerebral Palsy Residential Services, Inc.

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*An affiliate of United Community Options of South Florida, formerly United Cerebral Palsy since 1947*

*Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID)*

*A Private, Not for Profit Agency Established in 1984*

**March 24, 2020**

To Our Employees & Parent/Guardians:

We know you are concerned about the spread of COVID-19 (the new coronavirus) and how it may impact us here at Miami Cerebral Palsy Residential Services, Inc. Ensuring our staff and residents are in a safe and healthy environment is our first priority. Per guidance from Center for Disease Control, Agency for Health Care Administration, Florida Health Department, Emergency Management Coalition, Agency for Persons with Disabilities, Miami Dade County Emergency Management, the Emergency Management Coalition, multiple government authorities, Governors Executive Declarations, MCP's Pandemic Emergency Management Plan, and strict directives and executive orders from myself – Marta Morin, Chief Operating Officer, in collaboration with our Medical Director, Dr. Anthony Rodriguez, Director of Nursing, Maura Belette, nursing management team and administrative team, we have implemented multiple measures including, but not limited to:

- 1. Based on Miami Dade response to COVID-19, Miami Cerebral Palsy Residential Care Facility an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) are on the frontline providing nursing and high skilled direct care services to highly medically at risk, non-ambulatory, severe and profound intellectually disabled children and adult clients, that are 100% present dependent on staff for their survival. We will remain open as an essential business exempt by Emergency Order 07-20 and Declaration of Local State of Emergency issued by Miami Dade County. All MCP residential personnel are essential staff and under legislative mandate are required to report to work and exempt from many of the laws being enacted.**
- 2. Restricting all visitors, volunteers, and non-essential health care personnel** from visiting the facility except for, compassionate reasons such as end-of-life situations.
- 3. Actively screening** all MCP staff for respiratory and all coronavirus symptoms using the approved CDS screening tools - including actively checking temperatures for a fever at the beginning of each shift and any time anyone leaves and then returns to our residential facilities. Anyone with these symptoms will not be permitted to enter the facility at any time, is requested to follow up with their doctor and is not allowed to return without a doctor clearance or after not displaying any illness or symptoms 48 hours after the illness has ceased. **No visitors or providers are allowed** in and all outside contractor work to date has been postponed.
- 4. All staff – regardless of position or rank after screening must immediately wash their hands before proceeding into the house.**
- 5. Sick employees need to stay at home.** If you have any symptoms, stay home and notify your supervisor. Those symptoms include cough, fever, sore throat, and/or shortness of breath, fever and other symptoms.
- 6. Notify us if you develop respiratory symptoms while at work.** These include: cough, fever, sore throat and/or shortness of breath and other symptoms and factors are also considered.
- 7. Let us know** if you work in other health care settings or have any exposure to other facilities with suspected or confirmed COVID-19 cases.
- 8. Practice proper hand hygiene.** All employees must wash their hands for at least 20 seconds and or use an alcohol-based hand sanitizer that contains at least 60-95% alcohol upon entering the building and before and after interaction with residents. Soap and water are used preferentially if hands are visibly dirty.
- 9. While bans are in place there are ways people on both sides of the issue can cope.** Although visitors cannot physically be with their family, virtual options are still available. Skype, FaceTime, phone calls, and letters can help people come together when they are apart. I encourage our family members to put family pictures up on the walls. We also have bulletin boards and or areas in every room so that residents can see their family members' faces in those beautiful pictures. The photos can be mailed to facilities.
- 10. Programming and Active Treatment – QIDP's, Residential Services Coordinators, Nurses, and residents are exploring new ways of learning and experiencing life with virtual learning (i.e. virtual museums,**

CDC lessons, APD lessons -specifically developed for many of the individuals we support – so they can learn about what is happening in the world around them, as well as the need for staff to take universal precautions using pandemic protective equipment.

**11. All staff must wear masks at all times and use gloves with all interventions to protect residents from any potential to contract coronavirus, this includes staff using full PPE protection for interventions related to ventilator care, suctioning and other medical interventions, as appropriate – while still conserving PPE equipment given nationwide shortages with the supply chain.**

**12. All deliveries are accepted outside and properly disinfected before entering the building –** only authorized trained personnel are permitted to handle deliveries, packages, and supplies.

**13. Daily inventory of PPE and usage is tracked and daily reordering of supplies is put in by our Associate Director, ADON, and Health Care Coordinators and Health Care Coordinator Assistants, as well as by our Operations Physical Plant Operations Director and MCP Business Manager –** to keep supplies replenished. Emergency food and supplies to the last 8 weeks are now available and we will continue to work on PPE supplies with top officials.

**14. Maintenance Department and Housekeeping –** are all assigned to cover on-going disinfecting services 7 days a week, throughout the day, using coronavirus approved products on floors, doors, handles tables, chairs, and all surfaces. Deep disinfecting is also being performed daily in every section of each home. Additionally, maintenance technicians are tasked with deep disinfecting in all interior areas of the home, as well as exterior areas – where ever there is foot traffic and at all entry points of every home.

**15. Remote working for many of our personnel;** i.e. therapists and support personnel – became effective 3/23/20.

**16. All annual individual program plans, quarterlies, etc. –** are being conducted via bridged conference calls and maximizing the use of Therap.

**17. 12-hour emergency shift schedules have been instituted for all direct support and nursing staff.**

**18. All Administrators, Qualified Intellectual Disability Professional staff are overlapping shift schedules, including weekend coverage.**

**19. The COO holds daily MCP Emergency Management Meetings –** with all administrative committee personnel (i.e. Administrators, Associate Director, DON, Medical Director, Physical Plant Operations Director, H.R. Director, Training Specialist, Business Manager and other staff as appropriate– including but not limited to RSC's, QIDP's, IDT. Updates are provided throughout the day and additional daily conference calls and briefings to address all needs, concerns, problems, changes in regulatory requirements and necessary mitigation as needs change and coronavirus evolves are held with the Miami Dade County Emergency Management Coalition, Florida Department of Health, CDC, Agency for Persons with Disabilities, Agency for Health Care Administration, officials in Tallahassee, ANCOR, ACCESS, and Washington and multiple other entities.

**20. Suspended all staff travel across locations –** to avoid the potential spread of infection.

**21. Developed levels of back up coverage –** including the deployment of teachers, programmatic and support personnel that are trained as direct support professionals to cover direct care positions as needed. We are blessed at MCP that so many of our support personnel, teachers and others started with our agency as direct support personnel.

**22. Staff Training –** is being conducted via video and YouTube and through College of Direct Support modules and lessons, and virtual training is underway. CPR classes for recertification were conducted the past week and all other classes have been extended for 60 days to protect all parties. CPR trained nurses are already available across all homes and locations. Residents are also included in coronavirus, PPE and handwashing training, per their capabilities.

**23. Coronavirus testing –** to date ICF/IID facilities are unable to access testing, but our DON and Medical Director continue to work on obtaining this for MCP and anyone going into the hospital is tested before returning home.

**24. As of today 3/25/20 11:49 p.m. – WE HAVE NO KNOWN CASES OF CORNOVIRUS WITH RESIDENTS OR STAFF.** Those that have been tested have all tested negative to date.

We will stay up to date with the federal government's and all other regulatory recommendations as they may continue to change. Additionally, our Miami Cerebral Palsy Lifelong Learning Program was closed under executive directives out of my office early on - effective Sunday at 10:00 p.m. on 3/8/2020. I also will continue to remain in daily personal contact with local and state emergency management entities; FL. Health Department and multiple all other entities listed above - across the country and are listening to problems being

experienced in New York, Washington, Ohio, California and other states – all in our effort to keep our staff and residents healthy, safe, and to stay ahead of the invisible enemy to the very best of our ability. At MCP we don't stop because we are tired – we stop when the work is done.

To all our residential essential staff; our administrators, nursing leaders, floor nurses, direct care personnel, residential services coordinators, deployed staff, maintenance technicians, housekeepers, respiratory therapists, QIDP's, cooks, administrative assistants, drivers, and all the staff currently working at the residential facilities - **WE KNOW WHAT YOU ARE DOING & THE SACRIFICES YOU ARE MAKING. WE SALUTE YOU AND THANK YOU!**

Should you have any questions, please feel free to contact your facility administrator or director OR FEEL FREE TO SHOOT ME AN EMAIL. I AM AVAILABLE 24/7 AT THE COMMAND POST THAT HAS BEEN OPEN SINCE 3/9/20.

For additional information, please visit the CDC's coronavirus disease [information page](#).

Thank you for your commitment and dedication to our residents as well as coworkers. Thank you, parents and guardians, for your trust and unwavering support. We feel privileged and honored to care for your loved and welcome your encouragement and or prayers during this difficult time.

Our priority remains keeping staff and the people we support healthy and safe above all else and doing everything in our power to keep the coronavirus out of MCP.

Stay safe everyone and thank you!

*Best regards,*

**Marta E. Morin, M. Ed., PDDA**  
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Miami Cerebral Palsy Residential Services, Inc. selected Top 125 Companies to work for by Training Magazine and Recipient of the 2008 National Moving Mountains Award



Miami Cerebral Palsy Residential Services, Inc. is part of United Community Options of South Florida, the umbrella name for the family of organizations affiliated with United Cerebral Palsy doing business as: United Community Options of Miami, and United Community Options of Broward, Palm Beach & Mid-Coast Counties. Please visit our website [www.unitedcommunityoptionssfl.org](http://www.unitedcommunityoptionssfl.org), to learn more about us, our programs and supporters, events, employment and how you can help us.

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