

MEMO: Guidance to membership following Governor Whitmer issuing “Stay Home, Stay Safe” Executive Order

March 23, 2020

Greetings Members,

Following Governor Whitmer’s Executive Order to Stay at Home, Stay Safe. This order is for all Michiganders to remain in their homes. Essential service workers will be able to travel to and from work. That means domestic and sexual violence workers. This is where you must act on developing and limiting your staffing to a skeleton staffing model.

Here is some guidance specific to our work.



Employees:

- **Shelter staffing** should be at the lowest level possible to maintain services, safety, and security at the shelter. For some programs that will be 1 person per shift and others it may be 2. Consider keeping the number of people filling those shifts to the lowest number possible to limit exposure.
- **Administrative staff** should be working remotely from home. If you are a program that has a staffing structure where the executive staff provide shelter services, all other duties should be done at home.
- **Advocates** (this includes legal) and **Counselors** that are not providing essential shelter services should be working from home. They should be staying in contact with survivors via telehealth options and phone.
- Internal and external **meetings** should be hosted through online capabilities like Zoom, Skype, GoToMeeting, etc.
- **Medical advocates and SANE** services should continue. When not responding advocates and SANE nurses should remain home.
- If your SANE nurses work for multiple hospitals, it is essential that the nurses follow each hospital’s protocols.
- ***OVAW has released a memo that all staff should be paid if at all possible.*** Professional development, research and telehealth are all permitted for grant billing purposes. Please contact Marlena Moore if you don’t have access or a password to our 20,000 volume resource library Marlena.moore@mcedsv.org. It is suggested that supervisors lay out learning objectives for each week for stay at home employees and consider requiring written summaries of any professional development opportunity employees engage in. This documentation will help with any potential later billing questions. The Coalition will be sending out webinars and other lists of professional development resources throughout the week. It is suggested if you have part time employees that can no longer work directly with survivors, that you create a plan for these workers to average the same number of hours per week doing additional tasks.

Residential Services:

- **Communications with residents** that would typically be done through a house meeting should be done through printed notifications or individually while maintaining a 6-foot distance.
- **6-foot distance perimeter** should be put in place in the shelter to the best extent possible.
- **Residents should not be leaving the shelter** for anything other than work, essential tasks (pharmacy visits), or exercise.
- **Residents should be able to go outside** for walks/exercise as they find safe, while maintaining a 6-foot distance.
- **CDC suggested that all playground structures** be closed as there is evidence that the virus is remaining on surfaces for varying periods of time.
- **Universal precautions** should be adhered to and enhanced.
- Shelters should **stagger usage of communal space** to the best of your ability. If in the least, residents should be maintaining a 6-foot distance.
- Staff and residents should have a **cleaning and safety plan** to maintain the optimal health in shelter. This should include disinfecting communal space in between staggered usage.



Additionally, you may want to **consider developing a temporarily modified communal living agreement/intake agreement to include the Stay Home, Stay Safe Executive Order adherence, 6-foot distancing requirements, and cleaning practices. Adherence to these steps are considered essential for all residents and staff to limit exposure.**

In the words of Governor Whitmer, *"During this time, critical services will remain open. Businesses and operations that do work that sustains or protects life can continue to perform that work in person. But in doing that critical work they must take aggressive steps to minimize the spread of COVID-19 as much as possible."*

As more guidance comes out we will share it with you. For now, thank you and do not hesitate to reach out with specific questions, issues, or options! Our email and cell phone numbers are:

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In solidarity,

Sarah, Erin and the entire MCEDSV team