





### Suggestions

- Identify individuals supported who are employed at companies deemed essential establishments and those who are deemed non-essential.
- **For supported individuals working at essential businesses:**
  - Review how ISP is written to assess flexibility of support. Remember ODP Employment Services are direct AND indirect.
  - Reinforce business precautions and CDC recommendations to stay safe (ex. Safe distancing, washing hands, gloves).
  - Review with and notate their employer's sick leave policy which may include a special COVID-19 addendum.
  - Increase communication with person and support team, including off-site support to person via phone, Facetime, or other virtual capability. A 15-30min check in call at minimum will support mental health and processing of what is happening.
- **For supported individuals working at non-essential businesses:**
  - Review how ISP is written to assess flexibility of support. Remember ODP Employment Services are direct AND indirect.
  - Support in looking into Unemployment Compensation (UC) eligibility. Visit [www.uc.pa.gov](http://www.uc.pa.gov) for complete information regarding COVID-19 supports.
  - Increase communication with person and support team, including off-site support to person via phone, Facetime, or other virtual capability. A 15-30min check in call at minimum will support mental health and processing of what is happening.
  - Assess virtual accessibility and usage: internet, apps, website navigation. This time could be used to review company policies and procedures.
- **For Employment Support Professionals:**
  - Facilitate weekly (virtual) check-ins to support community.
  - Provide resources including where their kids K-12 can get free daily meals 9-noon
  - Seek to see how company sick time can be amended during COVID-19 to prevent staff from working while sick.
  - Identify caseloads of staff supporting people in essential businesses and assess how work can be supported with staff supporting those in nonessential businesses, especially as there may be increased demand in essential businesses and increased work hours for all involved. Staff must receive ISP training for anyone supported.
  - Provide information on Unemployment Compensation for COVID-19 so staff can be prepared [www.uc.pa.gov](http://www.uc.pa.gov).
  - Provide cleaning supplies to staff who are driving as part of the job.
- **For Job Seekers:**
  - Leverage this time of (virtual) learning: Importance of evening, holiday, weekend availability in industries such as healthcare, public safety, and grocery retail.
  - [www.PhilaOnTheJob.org](http://www.PhilaOnTheJob.org) / Instagram: @PhilaOnTheJob / Facebook: @PhilaOTJ



## PA ODP Provider Support Information

- All webinars and guidance will be housed on myODP: <https://www.myodp.org/>
- COVID-19 Provider Info Tool developed to take you 7-10 minutes to complete. Once completed, an email will be sent to Provider for your record:  
<https://www.questionpro.com/t/AJrvGZgvm4>
- If staff or person whom you provide services to is suspected to have COVID-19 or test presumptively positive, notify ODP Regulatory Administration Unit by emailing:  
[RA-PWG100REGADMIN@pa.gov](mailto:RA-PWG100REGADMIN@pa.gov)
- Providers should follow Department of Health guidance for evaluation, testing, and reporting related to staff or a beneficiary suspected of having COVID-19. Staff are deemed **ESSENTIAL BUSINESS** so ensure they know to share this if trying to get testing.
- Questions? Call 1-877-PA-HEALTH (1-877-724-3258)
- When not receiving another service at home, On Call and Remote Support is an option for Community Participation Support participants residing in private homes to promote health and safety.
- While ISP amendments take time, ODP recommends **clear documentation** of what you are doing to support during this crisis. Try amendments through typical channels and know that ODP has guidance coming to support.