To: Guardians, Residential Providers and Case Managers

From: Mike Miner, President

Date: June 12, 2020

Subject: **PAI Is Returning to Service at a Limited Capacity**

I am happy to report that the Department of Human Services (DHS) has released guidance that allows PAI to resume services to participants living in non-congregate settings. DHS defines living in a non-congregate setting as living in a private residence or living with a parent, guardian or family member. Unfortunately, people living congregate settings, defined by DHS as living in a licensed facility or residential provider home, are not yet allowed to return to programming.

Participants who live in a non-congregate setting may return to PAI programming within the following DHS guidelines:

* Programming blocks will last no more than three hours per day, not including transportation, to limit the amount of time spent together in a defined, enclosed space such as a service site. PAI will provide two programming blocks; three hours in the morning and three hours in the afternoon.
* Transportation drop-off/pick-up times will be staggered to prevent crowding at entrances.
* Programming will be provided to defined, consistent groups of no more than 10 participants and staff per program area or room.
* Staff will follow requirements for sanitization practices at the beginning of the day, between program blocks, and at the end of the day.
* Staff will maintain and reinforce social distancing requirements whenever possible.
* All staff will wear a face covering and all participants are encouraged to do so as well.

**Please note:**

* Program Directors, Stephanie Borscheid and Kevin Kmetz, are contacting the guardians of participants who live in non-congregate settings to determine readiness for and interest in return to programming. Kevin and Stephanie will create a programming schedule and bring back the appropriate staff based on training and required service ratios.
* The specific dates for re-opening each location are not yet determined, but we are working toward Monday, June 22nd as the first date of service.

**COVID-19 Preparedness Plan**

The PAI Leadership Team has written a thorough Preparedness Plan to successfully re-open PAI’s program locations. The complete Preparedness Plan is enclosed and also posted on the home page of PAI’s website (www.paimn.org) and under the News and Events tab in the Coronavirus (COVID-19) Updates section.

**Acknowledgment Page**

We enclosed an acknowledgement page for you to confirm receipt of PAI’s Preparedness Plan. **Please complete and return the acknowledgment page to your Program Director via ground mail or e-mail to be received at least 24 hours prior to program return.** If you choose to postpone return to service, you do NOT need to return the acknowledgment page at this time.

We look forward to serving all participants within the allowable guidelines when DHS allows us to do so. We will continue to publish updates via Facebook and the PAI website (www.paimn.org) as guidelines evolve.

Please reach out to your Program Director with any questions or concerns. We are grateful that you are part of the PAI community and look forward to seeing you in person soon!

**Program Director for Linden and Oakdale** **Program Director for Commerce and Parkway**

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