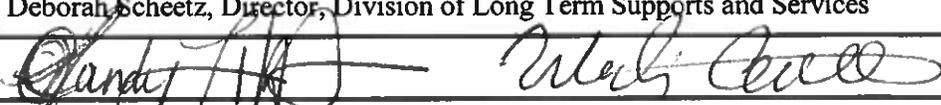


NH Department of Health and Human Services (DHHS)
Division of Long Term Supports and Services

105 Pleasant St.
Concord, NH 03301

STATE OF NEW HAMPSHIRE DLTSS GENERAL MEMORANDUM (GM)	
DATE:	March 27, 2020
TO:	Area Agency Executive Directors, Bureau of Developmental Services Staff, Bureau of Family Centered Services, Bureau of Elderly and Adult Services, Provider Agencies of Developmental Disabilities, Acquired Brain Disorder Services, and Choices for Independence, Office of Client and Legal Services, Christine Tappan.
FROM:	Deborah Scheetz, Director, Division of Long Term Supports and Services
SIGNATURE:	
SUBJECT:	COVID-19 Emergency Guidance #1 March 27, 2020
GM NUMBER:	01-20 GM
EFFECTIVE DATE:	March 27, 2020
REGULATORY GUIDANCE:	This memo is a communication tool circulated for informational purposes only. The goal is to provide information and guidance to the individuals to whom it is addressed. The contents of this memo and the information conveyed are subject to change. This communication is not intended to take the place of or alter written law, regulations or rule.

MEMORANDUM SUMMARY
<p>The purpose of this memorandum is to:</p> <ul style="list-style-type: none"> • Provide statewide guidance to state designated area agencies and private provider agencies relative to COVID-19 Emergency preparation, response, and continuity of service for the Long Term Supports and Services System.

Area Agencies, providers that deliver services to people with developmental disabilities and those with acquired brain disorders, and providers that deliver services to individuals through the Choice for Independence waiver, and Older Americans Act services, are responsible for daily operations and management of their COVID-19 emergency local responses and are prepared to manage operations during an emergency or other disruption to normal activities. Since the issuance of Emergency Order # 17 Pursuant to Executive Order 2020-04, and Exhibit A to said Order, on March 26, 2020, related to citizens needing to “stay at home” and only “essential businesses” being permitted to remain open, the Division has received numerous questions regarding the types of businesses considered essential and what “stay at home” may mean in connection with the services these agencies provide

Exhibit A to Emergency Order # 17 includes a list of industry sectors considered essential, and any entities under the guidance are directed to continue operations with necessary staff to complete critical and essential functions. Further, businesses deemed essential can continue to cross state borders as necessary. The order encourages even essential businesses to follow social distancing protocols for employees.

Emergency Order # 17 also specifically provides that citizens may leave their home for purposes of employment in a business deemed essential.

In addition, the Division offers the following answers to questions that have been received thus far. The Division would also direct agencies seeking further guidance to the emergency order, which can be found at:

<https://www.governor.nh.gov/news-media/emergency-orders/documents/emergency-order-17-1.pdf>,
<https://www.governor.nh.gov/news-media/emergency-orders/documents/emergency-order-17.pdf>

Are Area Agencies, provider agencies for individuals with developmental disabilities or acquired brain disorders, and CFI provider agencies considered Essential Businesses?

Yes. Exhibit A to Emergency Order 17 specifically provides that the following sectors are considered essential:

- Medical Professionals and caregivers, which includes “personal care attendants, home health aides and home care workers,”
- Workers in other 24/7 community resident services serving children and youth, and individuals with developmental, intellectual, physical and/or cognitive disabilities.
- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters

The above sectors include 24/7 community residence locations, as well as providers of community participation services, and other services to individuals with developmental disabilities or acquired brain disorders.

I operate an Essential Business, as defined by the Emergency Order. Do I need to get an official letter of authorization from the County to operate?

No. If your business is in the list of Essential Businesses provided in the Order, then you may operate it. You do not need to obtain any specific authorization from any state, county, or local authority to do so.

I work for an Essential Business, as defined by the Order. Do I need to have a letter from my employer or other documentation to travel?

No. You do not need to carry official documentation demonstrating that you are exempt under the Order. However, you should be prepared to explain, if requested, why your travel or work is authorized under the Order.

What is the guidance for individuals with intellectual and developmental disabilities?

The Bureau of Developmental Services (BDS) and Area Agencies will continue to provide care and support for those they serve. All in-home direct care staff are considered essential staff and should continue to support individuals in the home setting.

If you have any specific questions about your support and services, please reach out to your Area Agency.

Can I leave home to take care of an elderly or sick family member or friend?

Yes. The Emergency Order specifically allows citizens to leave their home to provide care for another person. Please be sure to practice social distancing and wash your hands frequently. Elderly people and people with suppressed immune systems are at heightened risk for contracting COVID-19.