

A Note from PICS to Workers



Greetings from PICS!

We wanted to provide you an update on our response to the coronavirus (COVID-19) situation. PICS is continually monitoring this developing situation, including the most recent announcement of Minnesota's Stay-at-Home Executive Order that went into effect on March 27, 2020.

This message provides updates on steps we have taken in response to these developments.



Our virtual doors are open.

Our helpful and friendly staff are working virtually and are happy to assist you with any questions you have. All essential service functions are fully operational. PICS is receiving timesheets, issuing timely and accurate payments, and providing customer support according to our normal operational standards.



Visit our COVID-19 webpage for helpful information and messages.

We created a [helpful webpage in response to COVID-19](#). On this page, you will find frequently asked questions and links to State-specific coronavirus websites and community resources. We continually update this page as new information becomes available.



Tips to stay healthy and prevent the spread of the virus.

Below are everyday actions to help prevent the spread of respiratory illness, including COVID-19:

- Stay home when you are sick.
- If going out, practice social distancing – even if wearing a mask or protective equipment.
- Wash your hands often with soap and water for at least 20 seconds.
 - Especially after the bathroom, after coughing or sneezing, and before eating.
 - If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze.
- Clean and disinfect frequently touched objects and surfaces.



PICS will provide Essential Worker Documentation upon request.

Minnesota has issued a stay-at-home order. Under this order, Minnesotans are expected to stay home except when traveling to work that can't be provided remotely. Under this order, *essential services* are services necessary to maintain the health and/or safety of an individual. This includes the Direct Support Workers that work for PICS or a Participant utilizing PICS' services.

Provided below is a standard essential letter for your records. While you are not required to carry any paperwork with you when you are traveling to and from your place of employment, PICS Human Resources is happy to provide you a personal letter upon request.



To Whom it May Concern:

This employee is an essential home care worker providing care in a home and community-based services program. They provide critical in-home services and supports for populations vulnerable to COVID-19. This worker is required to report to work during a State of Emergency and Shelter-In-Place order. Partners in Community Supports – PICS can provide employment verification if required.

Sincerely,

PICS Human Resources
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PICS is a Subsidiary of LSS of MN.



PICS appreciates you and your support for the individuals we serve!

During this time – *and all the time!* -- PICS is here to support you. We are staying up-to-date locally and nationally on best practices in response to COVID-19. If you need support or assistance, please do not hesitate to reach out. We appreciate your dedication in supporting the people we serve.

We are all in this together!

Sincerely,

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