



Memorandum

Return to Work Procedures for People Supported

As a safety precaution in the wake of the Coronavirus Disease 2019 (COVID-19), Ardmore would like to remind all parties of our policies and procedures regarding illness and injury for those people supported in our Day Programs.

In the event, a person supported is unable to attend the program due to illness or injury, or medical attention is provided to him/her through the day program, it is the policy of Ardmore to require a Return to Work notice from a physician.

The Return to Work notice should indicate the date the person supported is cleared to return to Ardmore and be provided to the program by 4:00 PM on the day prior to their return. Should a person supported arrive at the program without proper documentation, they will not be admitted to the program. The person supported will be unable to attend the program and all transportation will be cancelled until proper documentation of clearance is received.

The health and safety of all persons supported are of the utmost importance to Ardmore. We appreciate your cooperation in our endeavor to keep all the people we support happy and healthy.

If you have any questions, please contact Veronica Vasquez, Director to Community, Day, and Employment Supports via email at vasquez@ardmoreenterprises.org or via phone at 301-306-2584 or Michelle Howell, Director of Nursing via email at mhowell@ardmoreenterprises.org or via phone at 301-306-2567.

Ardmore reserves the right to amend this memorandum at its discretion.