



March 29, 2020

**RE: CLASSIFICATION OF _____ AS ESSENTIAL PERSONNEL:
HEALTHCARE DIRECT SUPPORT PROFESSIONAL**

Dear Staff:

NCIA provides essential long-term supports and services to people with intellectual and developmental disabilities living and working in the state of Maryland. Our employees provide these services to individuals with disabilities 24 hours per day, seven days a week. This care and these essential services cannot be interrupted without causing harm to vulnerable adults. The Arc requires its employees to make every reasonable effort to report to work by way of their usual means of transportation for all shifts.

The classification of the holder of this letter adheres to the guidelines put forth by Maryland Governor Hogan who declared on March 23, 2020 that only those sectors providing essential services may remain open, and the work of the employees of these sectors must be enabled to continue unabated.

Per the Governor's Executive Order Number: COVID19-05, dated March 23, 2020, essential businesses include: *h. Companies and organizations providing support for persons with intellectual or developmental disabilities.*

In addition, the Governor declared on March 25, 2020 that Childcare shall remain open to care for the children of essential personnel.

Per the Governor's Executive Order No. 20-03-25-01 (March 25, 2020) Controlling Child Care Access
Essential Personnel means: i. Providers of health, long term, or acute inpatient care, emergency medical, or pharmacy services.

The holder of this letter is as an essential healthcare employee, and should be allowed to obtain the resources they need, including but not limited to childcare and transportation so that we may ensure the safe and uninterrupted delivery of care to the people with intellectual and developmental disabilities our organization serves.

If you have any questions, please contact Sandra Mock-Myers at 443.414.9038 or via email at smockmyers@ncianet.org.

Sincerely,

Sandra Mock-Myers
Director, Human Resources

NCIA

7130 Rutherford Road
Baltimore, Maryland
21244

443.780.1300 phone
410.597.9656 fax

www.ncianet.org

Founders

Herbert J. Hoelter
Dr. Jerome G. Miller
(1931-2015)

NCIA SERVICES

[Criminal Justice Services](#)

[Youth In Transition
School](#)

[Adult Career
Development Center](#)

[Adult Residential Services](#)

[Business Services](#)

[Jail Suicide Prevention](#)

[Public Policy](#)

individual focus. community perspective.