

**Massachusetts Department of Developmental Services  
Guidance for Residential Providers  
Filling Staff Vacancies During the Coronavirus Pandemic  
UPDATE – April 1, 2020**

DDS is providing updated guidance for residential providers on required training for staff working group homes, as vacancies are filled with new hires and existing staff redeployed to direct care. CPR certifications issued by the American Heart Association (AHA) that expired during this public health emergency will be extended for 60 days. Online CPR and First Aid training will also be accepted.

These updated training requirements should be followed as providers take the following steps:

1. Redeploy existing staff, including day service and day habilitation staff, with existing background checks and training.
2. Identify new provider staff who have passed the provider’s screening and hiring requirements.
3. Train new staff, with all training completed online. Documentation of training should be maintained by the provider either as a certificate printed from the training link or an attestation signed by the staff of completion.

**Minimum training requirements for new staff:**

Prior to the new staff being assigned to work at a service location, please choose one online training for each topic area, depending on preference and circumstances. It is anticipated that the six trainings below, taken in combination by the new staff person, will allow providers to assign the new staff member to work sites within one to two days. There are nominal charges for some of the trainings listed below.

<b>COVID-19 Residential Guidance</b>	<a href="https://www.mass.gov/doc/congregate-care-guidance-updated-325/download">https://www.mass.gov/doc/congregate-care-guidance-updated-325/download</a>
<b>Universal Precautions</b>	<a href="https://www.relias.com/topic/coronavirus#section-2-1">https://www.relias.com/topic/coronavirus#section-2-1</a>
<b>Transmission Precautions</b>	<a href="https://www.relias.com/topic/coronavirus#section-2-3">https://www.relias.com/topic/coronavirus#section-2-3</a>
<b>Mandated Reporter Training</b>	<a href="https://www.ddslearning.com/mandated-reporter-training">https://www.ddslearning.com/mandated-reporter-training</a> Complete by watching <a href="#">the video</a> or reading the <a href="#">Powerpoint document</a>
<b>CPR</b> (these websites offer combined CPR/First Aid)	<ul style="list-style-type: none"> <li>• <a href="https://cpraedcourse.com/">https://cpraedcourse.com/</a></li> <li>• <a href="https://www.nationalcprfoundation.com/courses/">https://www.nationalcprfoundation.com/courses/</a></li> <li>• <a href="https://www.redcross.org/take-a-class/online-safety-classes?latitude=42.3026&amp;longitude=-71.4306">https://www.redcross.org/take-a-class/online-safety-classes?latitude=42.3026&amp;longitude=-71.4306</a></li> </ul>
<b>First Aid</b> (these websites offer combined CPR/First Aid)	<ul style="list-style-type: none"> <li>• <a href="https://www.nationalcprfoundation.com/courses/">https://www.nationalcprfoundation.com/courses/</a></li> <li>• <a href="https://cpraedcourse.com/">https://cpraedcourse.com/</a></li> <li>• <a href="https://www.redcross.org/take-a-class/online-safety-classes?latitude=42.3026&amp;longitude=-71.4306">https://www.redcross.org/take-a-class/online-safety-classes?latitude=42.3026&amp;longitude=-71.4306</a></li> </ul>

**Minimum training requirements for new staff in an emergency situation:**

In an emergency situation, new staff can be placed into the service site with the following training IF AND ONLY IF an experienced and fully CPR and First Aid trained staff is also present in the home.

<b>COVID19 Residential Guidance</b>	<a href="https://www.mass.gov/doc/congregate-care-guidance-updated-325/download">https://www.mass.gov/doc/congregate-care-guidance-updated-325/download</a>
<b>Universal Precautions</b>	<a href="https://www.relias.com/topic/coronavirus#section-2-1">https://www.relias.com/topic/coronavirus#section-2-1</a>
<b>Transmission Precautions</b>	<a href="https://www.relias.com/topic/coronavirus#section-2-3">https://www.relias.com/topic/coronavirus#section-2-3</a>
<b>Mandated Reporter Training</b>	<a href="https://www.ddslearning.com/mandated-reporter-training">https://www.ddslearning.com/mandated-reporter-training</a> Complete by watching <a href="#">the video</a> or reading the <a href="#">Powerpoint document</a>

For updated MAP guidance, please visit: <https://www.mass.gov/info-details/covid-19-related-dds-map-guidance>