

MEMORANDUM

Date: March 30, 2020
To: MSAG Residents and Employees
From: Maureen Beith
Re: COVID-19

As we enter what health officials are describing as a potential surge in COVID-19 cases in Los Angeles County this week and next, we are providing the following updates:

- As of tomorrow, we will be **staggering the pick-up times** for to-go meals in the Main Dining Room by residential area. The schedule is as follows:

Breakfast (7:15-8:45)

7:15- A Building, B Building
7:30- C Building, D Building, 1st and 2nd
7:45- D Building 3rd and 4th, F Building, Terrace Apartments
8:00- Terrace Homes, E Building, Fringe Cottages
8:15- Bonita Cottages, Harrison Cottages
8:30- “Stragglers”

Lunch (11:15-1:30)

11:15- A Building, B Building, C Building
11:45- D Building 1st, 2nd, 3rd and 4th
12:15- F Building, All Terraces, Fringe Cottages
12:30- Bonita Cottages, Harrison Cottages
1:00- “Stragglers”

Dinner (4:00-7:00)

4:00- A Building, B Building, C Building
4:30- D Building 1st, 2nd, 3rd and 4th
5:00- F Building, All Terraces, Fringe Cottages
5:30- Bonita Cottages, Harrison Cottages
6:00- “Stragglers”

- As a reminder, please strictly observe the 6-foot distance between yourself and others. We ask that, if able, one member of a couple come to pick up the meals. We are attempting to decrease every opportunity for exposure.
- As of tomorrow, the salad bar will be closed, and prepared salads will be served. The good news is that we will start serving wine to go as of dinner tomorrow.
- We are seeking to **drastically limit the number of private workers** coming on our campus at this time. If you employ someone to do your laundry, walk your dog, do extra housekeeping, run errands for you, or perform any other task that requires them coming in person, we ask that you discontinue this service during the “social distancing” period (now through April 30). **There should be no exceptions to this-** please notify the Marketing Department if you have a special circumstance that needs to be considered. We will attempt to use our staff to fill these needs if possible.
- We are very grateful to those who are tirelessly sewing masks. We were able to distribute the completed masks to the dining and housekeeping staff today! These will help us to preserve our current supply to be used in the healthcare areas. We are also hoping to receive a shipment of masks from one of our distributors this week. By the end of the week, our goal is that every staff person, and every resident, would be wearing a mask when in proximity with others. It will become a part of our “new normal”.
- We are modifying the swimming pool constraints to allow for two people to be using the pool at a time.
- We are working to staff the main reception desk from 6:30 am to 8:30 pm on weekends to monitor visitors, but also to accept package deliveries.
- Please send in questions you may have about our COVID-19 measures, or any other topic, to be addressed at the chat on Wednesday at 11:00 am. Send to mbeith@the-gardens.org or bring in written form to the reception desk.