

Date: April 9, 2020

To: All employees

From: Linnette Guidera, Director of Human Resources

Subject: Update on Coronavirus/COVID 19

First, I want to thank all employees for your continued work and service to our residents. The Gardens has built a strong team, and we are grateful for your dedication to the organization, to the residents and to each other.

Listed below is a summary of the actions that the Gardens has taken in the fight against the Coronavirus/COVID19:

- Supplies continue to be received; the Gardens has received a large supply of N95 masks, surgical masks, gloves and gowns
- Most all employees have received a cloth facial covering; if you have not received one please contact the Human Resources Department. The Gardens is requiring all employees to wear a facial covering while on campus
- Cloth facial coverings are being distributed to residents
- Screening and the taking of temperatures for all employees in ongoing
- Residents are requested to stay on campus and not go out into the community
- Visitors to independent living residents have been limited
- Private Contracted Workers have been asked not to work at the Gardens, except in approved situations
- The Gardens has established processes to help residents purchase items that they need through on-line shopping and delivery services
- All visitations have been stopped in Magnolia Grove, Evergreen Villas, Oak Tree Lodge and Oak Arbor (exceptions for end of life cases)
- The Beauty Shops continue to be closed
- The Wellness Center is closed
- The pool can be used by two residents at a time
- All communal dining has stopped; plans are underway to prepare for delivering meals to all residents in independent living should it become necessary
- The Shopping Van has been canceled
- Residents going to off campus medical appointments have been limited to essential only
- Extra cleaning by Housekeeping is ongoing
- Managers are participating in daily conference calls with the Department of Public Health, LeadingAge and others

Currently, the Gardens does not have any cases (residents or staff) of Coronavirus/COVID 19. If the Gardens were to have a resident or staff member become ill as a result of the Coronavirus/COVID19, it would be reported to the Department of Public Health and all required protocols would be followed.

The Gardens first and foremost priority is to maintain a safe workplace for our staff and a safe living environment for our residents. We ask all employees continue to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick
- Wash your hands frequently with warm, soapy water for at least 20 seconds (sing the Happy Birthday song twice) especially if hands are visibly dirty, before preparing food,

after using the bathroom, before eating and after blowing your nose, coughing or sneezing.

- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash. If you do not have a tissue, cough or sneeze into your elbow.
- Avoid touching your eyes, nose and mouth.
- Avoid people who are sick with respiratory symptoms.
- Clean and disinfect frequently touched surfaces.
- Practice social distancing even on breaks and meals periods
- Use telephone, email and video conferencing instead of face-to-face meetings as much as possible
- Wear a facial covering at work and when out in public

Coming Soon: The Gardens is establishing a Mini Mart for employees to purchase grocery items directly from Dining Services. More information will be available soon.

Employees are encouraged to watch the Resident Chat with Maureen, by clicking on the link below. Maureen's Chat is held every Wednesday at 11:00 a.m. It can be watched on the Gardens TV Channel 8 when you are on campus or on the Gardens You Tube Channel.

https://www.youtube.com/watch?v=nzThifXLNzk&list=PLUHGDUFnYiDTuW1AyY_twujhQGIbuTr

Lastly, please let your supervisor know of any special needs or concerns you may have. Together as a community, we will get through this.