

SAMPLE STAFF LETTER- AFFECTED/ADJACENT COUNTIES

Dear [Staff Member]:

Particularly now that the Coronavirus (COVID-19) has arrived in [INSERT COUNTY NAME], the potential spread of this new disease, and the risks it poses for those who become infected, is concerning to us all. Please know that maintaining the health, wellness and safety of our residents/tenants and staff is our number one priority.

We are diligently following all news developments from the Illinois Department of Public Health (IDPH) and the Centers for Disease Control (CDC) to ensure that we are following all recommended practices.

Older adults can be more vulnerable to the spread of illness, so please take extra care when hand washing and cleaning surfaces and cough and sneeze into your elbow or with a tissue (follow with handwashing.) Continue to use the infection control training and practices you already implement each day. If you are not feeling well, we ask that you please notify us of your symptoms and not come to work when sick. You may risk spreading illness to our vulnerable population. [INSERT/ATTACH SICK LEAVE POLICY]

You and your family may feel stressed and concerned over the Coronavirus news. Please remember to take care of yourself. Our residents/tenants and their families may also be feeling stressed and concerned. We are sharing updates with them as needed, but please use your training to help them in positive ways.

Avoid sharing or spreading misinformation or private information protected by HIPAA. Please consult official resources for the latest information. [INSERT/ATTACH PRIVACY POLICY AND SOCIAL MEDIA POLICY]

Most recently, [INSERT COMMUNITY NAME] will limit visitation on our campus as recommended by the CDC. For the health and safety of our residents, no visitors will be permitted on campus unless it is an extreme situation which should be discussed with [INSERT NAME AND CONTACT INFO] in advance of the visit.

Based on federal guidance, no visitor, under any circumstance, will be permitted into our community who meets any of the following criteria:

- Signs or symptoms of a respiratory infection, such as fever, cough, shortness of breath, or sore throat.
- In the last 14 days, has had contact with someone with a confirmed diagnosis of COVID-19, or under investigation for COVID-19, or are ill with respiratory illness.
- International travel within the last 14 days to countries with sustained community transmission. For updated information on affected countries visit: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- Resides in a community where community-based spread of COVID-19 is occurring.

Visitors will be encouraged to communicate by other methods like telephone, video chat, and social media. We are posting signs on our entryway doors to notify visitors of this and communicating with resident families about the change.

We will continue to update you on important news, emerging issues, or changes to scheduling or staffing via [INSERT COMMUNICATION CHANNEL]. Please contact your supervisor with any questions or concerns you may have. Thank you for your commitment, hard work and support of our residents!

Sincerely,

[INSERT NAME AND INFORMATION]