



TO: All CCLS, CLE, Magnolia Hill Mount Pleasant, Fast Pace Medical Staffing (FPMS) employees
FROM: CCLS COVID-19 Taskforce: Susan Peek RDO, Karla Bright RN, Sherry Marshall VP-HR, Jim Zache CEO
RE: COVID-19
DATE: 3/13/2020

With the Coronavirus consuming the headlines we wanted to report some of our CCLS COVID-19 Task Forces' preliminary suggestions, directives, and guidelines for staff, clients and visitors.

We will send you updates often, so please check your emails each day. If after reading this, you have unanswered questions, please contact your supervisor.

Members of our population are very susceptible to this type of virus. The virus can spread quickly throughout our buildings and among our staff with very serious consequences. This is not a time to panic but a moment to read the facts in this memo so we can take care of ourselves and the people entrusted to our care.

For Our Direct Care Staff:

The best protection? *Hygiene.*

1. We ask staff to follow our existing hand [hygiene protocol](#). Our policy follows the recommendations established by the CDC.
2. Handwashing with soap and water is the preferred method. Please don't use hand sanitizer as the exclusive method for cleaning your hands. Please follow the hand hygiene protocol.
3. We recommend you follow the hand hygiene protocol before and after entering a resident's room, preparing and serving meals.

Your Health

If you are showing symptoms which include fever, coughing, upper respiratory illness, shortness of breath you should refrain from coming to work.

If any member of your household:

- Exhibits any symptoms such as fever, coughing, upper respiratory illness, shortness of breath, you should refrain from coming to work.
- If you or any member of your household have been exposed to someone that was exposed, you should refrain from coming to work.
- If you or have traveled to a region, Country or parts of the U.S. experiencing widespread, ongoing community spread or If you have been exposed to an infected person. (Refer to the CDC website for additional information.), you should refrain from coming to work.

NEXT STEP: You must immediately contact your supervisor, provide proper notification before your shift and use PTO and or sick days in those cases.

Vacations:

This is a time of year where many family members take vacations often traveling. Be self-aware and remain alert to your health during and after your trip.

If you have an existing, underlying health condition that is a concern to you please confidentially contact:

- For CCLS, your AD or RDO,
- For CLE your RDO,
- For FPMS your Director.

For Residents

1. To better recognize symptoms in residents, we are preparing an on-line video class that we are assigning and asking you to view. Please watch your email for the class.
2. We encourage and suggest residents follow our hand hygiene protocols.
3. If any resident exhibits signs of COVID-19 (fever coughing upper respiratory illness, shortness of breath), you should notify for CCLS your AD or RDO, for CLE your RDO, for FPMS the supervisor on duty.
4. We also encourage residents to postpone travel outside of the home/facility unless there is a medical necessity.
5. We suggest residents postpone (not cancel) any routine medical, dental check-ups.
6. If any of our residents attending a workshop or work outside the home/facility they should follow the instructions of their employer.

For Visitors

1. Visiting hour signs will be posted at each facility.
2. Recommended Visiting Hours are:
 - Monday through Friday 9 am to 3 pm
 - Saturday 9 am to noon.
3. We are requiring residents to limit their visitors to immediate family or guardians only.
4. There can be no more than 1 visitor at a time.
5. This does not apply to outside medical agencies applying direct care such as therapists or Hospice Nurses.
6. For CLE facilities and the Mount Pleasant Facility, visiting hours will be:
 - Monday through Friday 9 am to 3 pm
 - Saturday 9 am to noon.
7. CLE Visitors will be limited to visits in the front living room or front areas of the buildings. This will avoid visitors traveling past other residents. Mount Pleasant visitors may visit their family's room.
8. At the CLE buildings, there will be a CLE Health Monitor who will check-in and out visitors and have each visitor fill out a form. The CLE Health Monitor will be asking a series of questions of each visitor to make sure the likelihood of them being infected is low.
9. At Mount Pleasant on-duty staff will perform the check-in and out.
10. CLE and Mount Pleasant Family members and guardians will be contacted and sent a letter explaining our new efforts to protect their loved ones.

This health concern is serious, and conditions change every day. The best way to keep you our staff safe and in-turn for you to keep our clients safe is to follow basic, good hygiene. For our part, the Task Force will share the latest and best information possible.

Keep yourselves well so you can care for others.