

March 17, 2020

Dear Valued Employees:

We know some of you are concerned about the spread of COVID-19 (the new coronavirus), and Influenza and how it may impact us here at Extended Care Hospital of Westminster. Ensuring our staff and residents are in a safe and healthy environment is our first priority. At this time, we don't have any cases of COVID-19 in our facility, however we do have confirmed cases of Influenza. The Centers for Disease Control and Prevention (CDC) have recommended a variety of steps that we are implementing to help reduce the potential for the virus to enter our building. However, we need your help in battling COVID-19, and the spread of Influenza. Below are some examples of how you can help protect yourselves and our residents, as well as prevent the spread throughout the community.

1. **Sick employees should stay home.** At this time, we request that you stay home if you have any symptoms of respiratory illness, and notify us immediately. Those symptoms include: cough, fever, sore throat, runny nose, and/or shortness of breath.
2. **Notify us if you develop respiratory symptoms while at work.** These include: cough, fever, sore throat, runny nose, and/or shortness of breath.
3. **Practice proper hand washing hygiene.** All employees must wash their hands for at least 20 seconds or use alcohol-based hand sanitizer that contains at least 60-95% alcohol upon entering the building and before and after interaction with residents. Soap and water should be used preferentially if hands are visibly dirty. This is mandatory for all employees.
4. **Cover your mouth and nose with a tissue when coughing or sneezing.** Please review the [CDC's information on coughing and sneezing etiquette](#).
5. **Perform routine environmental cleaning.** Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. No special cleaning is necessary for COVID-19.

Our facility is following the recommendations of the CDC on using basic contact precautions to prevent the spread, which includes wearing gowns and gloves when interacting with residents who present symptoms—as we always do. We also are staying up to date with the CDC recommendations as they may continue to change. In addition, our facility is in close contact with the local and state health department and are following their guidance.

We are asking all non-essential visitors to avoid coming to the building unless absolutely necessary, and actively screening individuals—including staff—who enter. We are posting signs on our entryway doors to notify visitors of this policy and request that they not to enter the building.

We will notify you if any residents or staff are diagnosed with COVID-19. Should you have any questions, please feel free to contact your direct supervisor.

For additional information, please visit the CDC's coronavirus disease [information page](#).

This is an evolving situation, and we will be updating our policies and procedures as necessary. Please check your emails often, and participate in trainings that are provided in the facility.

We wanted to Thank You all, for your commitment and dedication to our vulnerable resident population, as well as to your fellow team members. You are front line to one of the most significant threats to the health of our community. You will be the heroes of this generation. The work you do is important, and makes a positive difference in the lives of those you serve. We are proud of you, and appreciate your being an important part of our team. None of us can manage this time alone, but together we will ensure a positive outcome for all of our residents and staff.

Thank You!

**The Management Team at Extended Care Hospital of Westminster**