

SAMPLE – For Illustrative Use Only

**Communicating to Families
Breakthrough COVID Cases**

Name of Facility

Dear: (Family and Resident)

Date:

COVID-19 Update

Facility Name has been following enhanced safety protocols since March 2020. Our staff, residents, and family members are our highest priority. We continue to work to protect and care for one another. Now, **Facility Name** is among the first in the state to require the COVID-19 vaccination for its workforce. With COVID-19 cases on the rise yet again, 98% of all new cases are identified in unvaccinated individuals infected with the COVID-19 Delta variant.

The following announcement has been made to all employees on **Date of notification**.

After careful consideration, we have decided to make the COVID-19 vaccination mandatory for all team members and vendors who partner with at **Facility Name**.

Under the new policy, any COVID-19 vaccination received in the past 12 months qualifies for the 2021 requirement. Unvaccinated employees can get their COVID-19 vaccination at any time; however, they are expected to report their vaccination status to our HR Department by **Date of notification**.

All unvaccinated employees are encouraged to get COVID-19 vaccinations as soon as possible. As with other vaccinations, **Facility Name** allows certain exemptions for medical or religious reasons. These employees are required to have physician approval and complete a waiver to be exempt from the policy.

LeadingAge joined a list of at least 56 other professional healthcare groups that announced Monday morning in favor of a COVID-19 vaccine mandate for all healthcare workers. *"We call for all healthcare and long-term care employers to require their employees to be vaccinated against COVID-19," the joint statement declared.*
(McKnights, 2021).

All staff are required to use full PPE (Personal Protective Equipment) regardless of vaccination status.

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Updated visiting restrictions are now in place:

- Unvaccinated visitors may visit via virtual contacts or through the resident's window.
- No visitors under the age of 12.
- All visitors must wear masks while visiting.
- Please inform staff regarding vaccination status.
- Indoor visitors should expect to be tested and screened prior to indoor visitation (even fully vaccinated individuals have been diagnosed with "breakthrough infections").
- All new admissions are required to be fully vaccinated prior to admission.

All unvaccinated residents will be placed in isolation to protect staff and other residents.

The facility may be forced to activate the emergency disaster plan to used CNAs in training should staffing become low due to the unvaccinated status of staff.

The facility is reinstating weekly communication with families regarding COVID-19 status; watch for facility announcements.

Our facility contact is **STAFF MEMBER NAME**. Please direct your questions to (**him or her**) by calling directly: **NUMBER**.

Respectfully,

NAME

SIGNATURE

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