

IMPORANT NOTICE

ALL EMPLOYEES, FAMILY MEMBERS, and VENDORS

MARCH 17, 2020

EMPLOYEES

Effective tonight with the 11:00PM shift, ALL EMPLOYEES ARE REQUIRED TO ENTER THROUGH THE EMPLOYEE ENTRANCE. At this point, all employees will be screened by completing a questionnaire and their temperature will be taken by use of a no contact infrared thermometer. THIS SCREENING PROCESS WILL OCCUR DAILY AND IS IN PLACE UNTIL FURTHER NOTICE.

FAMILY MEMBERS

All family members who are visiting due to compassionate care (hospice/end-of-life) situations need to enter through the main entrance of where your loved one lives. For residents in Assisted Living and Skilled Nursing, use the 1100 Laurel Oak Road entrance. For residents in Independent Living, use the 1110 Laurel Oak Road entrance. Upon entering, you will need to sign-in, be screened, and have your temperature taken. If in the same day you leave the building and return, you will need to go through the screening process again.

VENDORS/CONTRACTORS

All vendors and contractors who enter the building must enter through the 1110 Laurel Oak Road entrance (Independent Living). You will be screened, have your temperature taken, and need to sign-in. If in the same day you leave the building and return, you will need to go through the screening process again.

THE EMPLOYEE ENTRANCE WILL HAVE SOMEONE AT THE SCREENING STATION 24/7.

THE HEALTHCARE CENTER ENTRANCE, 1100 LAUREL OAK ROAD, WILL HAVE SOMEONE AT THE RECEPTION DESK FROM 8AM THROUGH 8PM.

THE INDEPENDENT LIVING ENTRANCE WILL HAVE SOMEONE AT THE CONCIERGE DESK 24/7.

Thank you for your cooperation and understanding.

Respectfully,

Susan Love, M.S., LNHA
Chief Executive Officer

