



March 3, 2020

Dear Staff, Families, Volunteers, and Visitors:

Saint Elizabeth Community receives daily updates and advisories from the RI Department of Health (RIDOH) and Centers for Disease Control (CDC) on COVID 19. We will use our website www.stelizabethcommunity.org to keep you advised of these updates.

To be prepared in the event of widespread illness, all Saint Elizabeth Community locations are reviewing our Emergency Preparedness plans. We take the prevention of all communicable viruses seriously, that includes influenza and Norovirus. Individuals who are not feeling well, including visitors and staff are asked to stay home. Any staff member who presents with any flu-like or respiratory illness symptoms (fever, cough, shortness of breath) must leave work immediately, and must be cleared using RI DOH guidelines before returning to work.

Our staff is well educated on the importance of handwashing, and identifying the onset of illness. We follow CDC guidelines for best practices for both. We have posters in our buildings advising visitors to stay away if ill, and instructions on proper handwashing techniques.

In our buildings we are following an increased cleaning protocol that has been in place since the Influenza is still widespread in Rhode Island.

Meetings with Administrators in our buildings, and our homecare agency to review our Emergency Preparedness Plans are ongoing, and include reviewing plans to provide care in event of staffing shortages.

At this time, we encourage staff, families and friends to be alert, to only visit or come to work when feeling well. If an individual has traveled from a COVID 19 hot spot area we ask them to be vigilant for signs and symptoms of illness, and to please refrain from visiting/working in our locations, and to follow the recommendations from CDC.

A travel disclosure form has been created for staff to complete and submit to their Administrator in the event of travel out of the country or to areas within the country affected by COVID 19.

If you have any questions or concerns please contact your Administrator.

Sincerely,

Steven J. Horowitz
President and CEO