

November 23, 2020

Dear Employees of Mather,

The month of November has been challenging for all of us in addressing the COVID-19 pandemic. We are thankful of you and your team members for your resilience, your positivity, and your commitment to serving residents and coworkers during this difficult time.

We appreciate your taking extra precautions as we begin the holiday season this week. The City of Evanston, which has the oldest Health Department in the nation, recommends that people not get together with others for Thanksgiving beyond those in their immediate household; instead, have a virtual Thanksgiving this year. This is excellent advice during a time when cases are high, and we hope you will follow this recommendation. By all of us working together, we can continue to provide safe places for residents to live and for employees to work.

Mather has reviewed information gained through experiences at our senior living communities and the Orrington office, contact tracing interviews of our positive cases, and our operations and protocols. We have also learned from other Novare organizations, other senior living providers in the Evanston area, and other organizations in the senior living and senior services industry. **We want to share some important lessons learned and strongly recommend you take the following actions:**

- If you are carpooling together, please wear masks, lower windows if weather permits, and sit as far away as possible from each other.
- Find alternate office spaces so you are not sharing small offices with others.
- Business meetings between employees should be in spaces that allow 6 feet of distance and employees should wear masks. Meetings inside offices or indoors should not last more than 15 minutes. Meet outside if weather permits.
- In Culinary, make sure that employees maintain a minimum of 6 feet distance from each other while packaging meals or performing other tasks.
- Employees should take meal breaks in larger spaces, such as restaurants, and outside if weather permits.
- Please wash your hands if you touch and/or remove your mask. Always wear a new mask at the beginning of each shift. Wear masks provided by your community.
- Please take your time when answering screening questions upon entry to the community and consider each one carefully. These are meant to remind you of possible exposure risks you may have encountered or to consider if you are not feeling well.
- If you are providing direct care to a resident, you must wear eye protection (face shield or goggles) at all times while you perform job duties. Any employee who wishes to include eye protection as part of their daily PPE use may do so. These devices may be cleaned and reused daily.
- Please sanitize your workspace, including your keyboard and mouse, every day, and at the conclusion of your shift.
- For Splendido, one employee (masked) per seat in golf cart.



We strongly recommend that you take these precautions:

- Please stay home if you feel ill. This includes “feeling off, just not right,” not being **sure** you are ill, or thinking that you only have a cold. Please err on the cautious side and stay home.
- Please tell us in advance of a family activity or outside event you plan to attend with a small number of people outside of your household. The number of cases of individuals contracting COVID-19 at small family events is increasing.
- Please let your HR representative know if any of your family members have been exposed to a person who is positive with or has symptoms of COVID-19.
- Please do not get on an elevator if there is another person on it.
- Wear your mask at all times while at work and while in public. If others are not wearing masks, please ask them to put one on.
- Don't assume you are immune. If you have tested positive, it is possible for you to contract COVID-19 again.
- Please don't spend time with other employees unless you are properly masked, with your nose and mouth covered, and are at least 6 feet away. Wash your hands frequently!
- Choose to be outdoors over indoors when visiting anyone outside of members of your household.

Please stay well.

Michelle Madda, MSN, RN, CWOCN, GCNS-BC
AVP of Health and Wellness Services

