



SAINT MARY'S AT ASBURY RIDGE
SAINT MARY'S EAST

March 11, 2020

Dear Staff of Saint Mary's Home of Erie,

Saint Mary's is working diligently to address the various situations that the COVID-19 virus has thrust upon us as a healthcare organization and employer. **Ensuring our staff and residents are in a safe and healthy environment is our greatest concern.**

We have general pandemic procedures in place that we have begun to initiate to adhere to the CDC guidelines as well as federal, state and local regulations concerning COVID-19. Please know we have access to the best medical advice and action plans to address the issues of COVID-19 presently and as they arise. At this time, we do not have any cases in our facilities.

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 buildings. We need your help in preventing COVID-19 from spreading in our community.

To date, we have initiated the following items:

1. Notification of residents, families, visitors and staff about our plans going forward.
2. Following daily updates on the COVID-19 information from the CDC and how it may affect procedures at Saint Mary's Home of Erie.
3. Beginning a process to monitor visitors and staff and their recent travel and/or plans of travel in the near future.
4. Procedures to limit visitors to the Saint Mary's buildings if necessary and in compliance with directives from CDC and the Pennsylvania Department of Health.
5. Monitoring our medical and cleaning supplies to use them as efficiently as possible, knowing there could be issues with finding certain supplies in the future.

Below are some examples of how you can help protect yourselves and our residents:

1. **Sick employees should stay home.** At this time, we request that you stay home if you have any symptoms of respiratory illness. 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. **Healthy Lifestyle.** All staff members are encouraged to follow healthy practices for eating, sleeping and exercise to maintain a healthy lifestyle.
4. **Practice proper hand washing hygiene.** All employees should clean their hands before and after interaction with residents and their environment. Wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty. If a sink is not available to wash, sanitize with an alcohol-based hand sanitizer that contains 60-95% alcohol.
5. **Cover your mouth and nose with a tissue when coughing or sneezing.** Please review the CDC's information on coughing and sneezing etiquette. At https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
6. **Perform routine environmental cleaning.** Clean all equipment (lifts, BP cuffs, stethoscopes, therapy equipment, etc.) between each resident use. 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.
7. **Beginning IMMEDIATELY,** staff members who have travel plans must inform their Department Supervisor of the travel plans. If traveling to/from an area identified by the CDC as an affected area, the employee will be required to obtain a medical release to return to work prior to their return. This may involve completion of screening and/or restricted assignments.
8. **Employees with family members affected by restrictions** recommended by the CDC must inform their Department Supervisor of their situation.
9. **This is a changing situation and additions and changes will be made to the policies as recommended by the CDC.**

We are 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 are sick as we always do. We are posting signs on our entryway doors to notify visitors of the symptoms of COVID-19 and request that they not enter the building if they are experiencing these symptoms.

We will be limiting our visiting hours to 8:00am until 7:00pm and screening all visitors to limit any possible exposure to our residents.

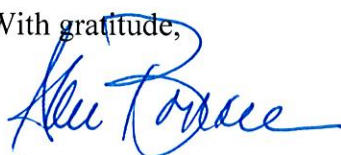
Please make plans now for you and your family on what you would do in the event that an outbreak happens in our community. **Consider alternate childcare options, transportation, how or where to self-quarantine affected family members, alternate pet care for quarantine members, adequate supplies of both OTC and prescription medications.**

For additional information, please visit the CDC's coronavirus disease information page: <https://www.cdc.gov/coronavirus/2019-ncov/>

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 Department Supervisor

Thank you for your continued support and the work you do every day.

With gratitude,



Allen L. Bonace, MSN/MBA, RN, NE-BC, NHA
President/CEO