



March 20, 2020

Timber Ridge Team,

I want to start by saying **THANK YOU** for your hard work and positive attitudes as we learn and work together through the COVID-19 pandemic. It will take all of us working together to come through this, but I am confident that we will do exactly that and we will be stronger and know a lot more once we do.

As your leadership team, we are working together closely to learn what we can and implement the best practices possible in order to keep each of you and all of our residents safe. As you have experienced, information changes rapidly as our healthcare system continues to learn about the virus, and as its spread progresses in our state and our communities. Our focus today continues to be **prevention** of a COVID-19 outbreak within our agency and specifically at Timber Ridge. Here is a review of steps we are taking to prevent infection at Timber Ridge as we seek to follow the guidance and directives of our state government, the CDC, and IDPH.

- **Shelter In Place Order**

- The governor has ordered everyone to “stay at home” starting Saturday, March 21st at 5 PM through April 7th
 - **You are an essential health care worker and must still come to work for your scheduled shift.**
 - We have made ID cards for each of you to carry showing that you work here in the event you would need to show proof that you are a health care worker. These can be picked up in the Timber Ridge lobby.
- While the “Shelter in Place” or “Stay at Home” order is in effect residents will no longer be leaving for home visits. Those who are already out can return as scheduled, and then all will remain at Timber Ridge until the order is lifted.
- We will continue to provide staff meals in the kitchen, please do not go out into the community to pick up food during your shift.

- **Staff Screening**

- **All staff must enter through the lobby and be screened** for symptoms and risk factors before the start of their shift.
- Any staff who leave the building to go into the community or another facility must be screened on their return.
 - This does not include things like running out to your car, or taking a walk during a meal break.
- Staff who work in multiple facilities should limit travel between buildings as much as possible. If possible go to different facilities on separate days, or at the start or end of a shift.
- If you have symptoms or risk factors see a nurse for further screening.

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APOSTOLIC CHRISTIAN
LifePoints

- **Infection Control / Cleanliness**
 - **WASH YOUR HANDS** – for at least 20 seconds with soap and water
 - Wash before and after you use gloves.
 - Use hand sanitizer when entering and leaving a resident rooms or high traffic areas.
 - Avoid touching your eyes, nose or mouth.
 - Cover your mouth/nose with a tissue or sleeve when coughing or sneezing.
 - Wipe down / disinfect surfaces that are touched regularly including things like your phone, car keys, etc.
- **Social Distancing**
 - **Activities**
 - We are not going into the community or having large group activities at this time.
 - We are encouraging residents to be in their rooms, but they are NOT restricted from accessing the entire building.
 - Please engage with our residents in their rooms as much as possible.
 - Please see the schedule on your end for when smaller groups of residents should access the multipurpose room.
 - We are reviewing resident’s access to technology and will continue to work to improve their options. If you have issues with their technology call Doug Jurewicz 309.642.9291.
 - **Dining**
 - Public Health has recommended that all communal dining be discontinued.
 - ALL residents who need total assistance for meals are eating in their rooms.
 - Please follow the latest seating charts for residents who continue to eat in the dining room.
 - We are practicing 6’ distance resident to resident as much as possible, no more than two per table.
 - **Break Rooms**
 - Sit separately in the break rooms, practice the 6’ rule.
 - Stagger breaks as necessary to allow for social distancing in the break rooms.
 - Clean your area with disinfectant wipes when finished.
 - Please limit the amount of personal belongings you carry in and out of work.
 - If you don’t have to have everything in your purse, backpack, or bag, leave it in your car while at work.



APOSTOLIC CHRISTIAN
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- **Visitors**
 - **We are not allowing visitors at this time.**
 - Anyone coming into the building for any reason must be screened before entry.
 - All non-essential health activities (barber, speech evals, OT/PT evals, etc.) are postponed.
- **Make Good Memories**
 - This is something your kids will tell your grandkids about (or your grandkids will tell, well you know...) It's not going away, so let's focus on the positives and make some great memories!
 - **Join us for our themed spirit days!** Dress up and help our residents have some fun.
 - **Make a T-Shirt!** We have acquired a printer and press, bring in your own T-shirt and we will print a fun COVID-19 saying on it for you. Your first printing is on me.

Through everything please remember, **God is in control.** He is sovereign, all powerful, and all knowing. There is nothing made that He did not make. He is not surprised by this, He is not surprised by anything. He is good, always. He is Love, always. He does not change, and so no matter what comes we can and should put our hope and trust in Him.

Philippians 4:6-7 reminds us: *Do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus.*

Thanks for all you do,
Darrell Stoller

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