



April 15, 2020

Timber Ridge Team,

I tried to think of a different way to start this email, but there is no more appropriate place to begin with than **THANK YOU!** It may not always feel this way as you get screened in to the building, tie on your mask, or carry food trays to resident rooms, but *you are all heroes*. The work you are doing is difficult in normal times, and the battle we are in has not made it easier. Please know that what you are doing is appreciated and important.

This email will cover four main subjects. First I want to remind you of a few things we must continue to do for **PREVENTION**, second are some things we are going to do as we think of **CONTAINMENT**, third is **WHAT TO EXPECT** if we should have active cases of COVID-19 in Timber Ridge, and the fourth subject reviews avenues that are available for **STAFF SUPPORT**.

1. Please review these **PREVENTION** reminders:
 - a. Continue to practice good hand hygiene. **Washing your hands continues to be the most important thing you can do to help prevent COVID-19 from entering the building.**
 - b. Do not come to work if you have symptoms including a fever over 100.0, shortness of breath, sore throat, body aches, or a persistent dry cough.
 - i. Call your supervisor and talk to nursing if you believe that you have these symptoms.
 - ii. There is a testing station in McLean County where if you show your new ID card they will prioritize your test because you are an Essential Healthcare Worker.
 - c. Continue to be diligent in disinfecting high touch areas. Use the disinfectant wipes and sprays that we have provided according to their specific directions.
 - d. Continue to wear your face mask while at work. Be careful to put it on and take it off properly.
 - e. Continue to practice social distancing by maintaining six foot distancing whenever possible between residents in common areas and with other staff in break rooms, etc.
 - f. When you are not at work stay at home. Use contactless options for things like grocery or restaurant pick up.

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2. The following are **CONTAINMENT** steps we are taking to reduce the interaction of residents and staff as much as possible to those in a single hall to decrease the risk of a widespread breakout of COVID-19 in Timber Ridge:
 - a. OT/PT schedules have been revised in the past week to be by end and where possible by hall
 - b. Dining room layout has been revised so that only 10 residents from each end who eat independently are eating in the dining room, with one resident per table. All others will eat in their rooms.
 - c. We will be scheduling times for each hall to use the MPR, Sensory rooms, and courtyards throughout the day.
 - d. We will continue to encourage residents to stay in their room or their hall, but we will not restrict those who must wander.
 - e. We are adding repositioning rooms in each hallway to reduce congestion in living rooms. Living room furniture is being rearranged to limit number of residents and create good social distancing.

3. If we were to have residents with COVID-19 symptoms or a positive case of COVID-19 in the building here is **WHAT TO EXPECT**:
 - a. If a resident is symptomatic we will use droplet isolation precautions with them in their private room or in one of our isolation rooms if they have a roommate. They will remain in that room with the door closed per CDC guidelines. We will follow our standard droplet precautions including normal use of surgical masks and gowns.
 - i. We will inform the family and/or guardian of any resident placed under isolation precautions, but in respect of their privacy no further notifications will be sent to other families or guardians at that time.
 - ii. We will test the symptomatic resident for COVID-19 as directed by the Health Department and based on the availability of testing. It is not guaranteed that we will be able to test every symptomatic resident for the virus just because they have symptoms, it will depend on the availability of tests.
 - iii. If at any time we receive a positive test result, then we will notify all staff, families and guardians that we have a positive case in the building. We will not share names or additional details according to HIPAA law.
 - iv. Please note, at minimum it will be several days between when a resident is placed in isolation and our receipt of a positive test. DO NOT post on social media. DO NOT spread rumors in the community. It is important that communication to other staff and families comes from management. Remember HIPAA privacy laws still apply.



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- b. We would intend to further reduce movement of residents throughout the building, restricting them to their rooms or halls only.
 - c. The Multi-Purpose Room, Sensory Room, and OT/PT will be closed
 - d. Staff will only work the hall they are in, we will eliminate as much movement between halls as possible.
 - i. There will be an activity DSP assigned to each hall on 1st and 2nd shift to assist.
 - e. We are working on ways to provide shower facilities and / or hotel rooms for those who may not want to return to their homes after being exposed to COVID-19.
 - f. We are also working on plans for additional compensation for staff who are working with residents who are COVID-19 positive.
4. Working and living in a pandemic creates new stresses for all of us. Here are some things that are available for **STAFF SUPPORT**:
- a. We are providing COVID-19 premium pay for all staff who work during the pandemic.
 - i. For the last pay period you were paid an extra \$1/hour for every hour worked.
 - ii. For this pay period the premium increased to \$2/hour for every hour worked.
 - iii. This premium will be paid for the duration of the pandemic.
 - b. There are several hotlines and websites you can go to for mental health supports and further information for self-care
 - i. Illinois has set up a CALL4CALM hotline. You can text TALK to 552020 and a mental health professional will call you back within 24 hours.
 - ii. NADSP has a [web page here](#) with resources for DSP's during the COVID-19 pandemic. <https://nadsp.org/covid-19resources/>
 - iii. [This is a link](#) to an article on LinkedIn that gives ideas for how to communicate about the virus with residents.
 - iv. Please feel free to reach out to anyone on the management team for support as well, we will do our best to provide answers or point you in the right direction
 - c. Continue to join us to have fun dressing up and celebrating our various themed days as we continue our spirit weeks!

Thanks for all that you do,
Darrell Stoller