

March 18, 2020

To: My Willow Brook team

From: Larry



Keeping our residents well-cared for and safe is the reason Willow Brook exists. But just as important is your safety.

With the COVID-19 pandemic crisis upon us, our employees must refrain from non-essential travel via mass transit (airplanes, buses, trains, and cruise lines). The virus is spreading quickly. While you and I may be able to prevail, our aged residents may not fare as well. *Older adults and people who have serious chronic medical conditions like heart disease, diabetes, and lung disease are at higher risk of becoming seriously ill or dying from this illness.* This most vulnerable population are those who have been entrusted to our care.

The Center for Disease Control has warned against travel and group social interaction, as they are known to greatly increase the spread of COVID-19. For your sake and the residents' sake, stop your mass transit travel plans until further notice.

We are implementing a temporary emergency policy for staff to refrain from all non-essential mass transit travel (airplane, bus, train, or cruise line). If an employee disregards this directive and still chooses to travel, a non-paid, 14-day self-quarantine will be followed for that employee before he or she can return to work. *We must* protect our at-risk residents! This temporary policy will remain in place until Willow Brook determines that the threat of COVID-19 to our residents no longer exists.

No matter if you're at home or work, please continue to follow all the safety precautions to prevent the spread of COVID-19. Wash your hands often, cough into your elbow, don't touch your face, stay 3 ft. to 6 ft. apart, and don't come to work if you're feeling sick. We all must work together to protect our staff and our residents.