

To: Evergreen Independent Living Residents
Re: Visitor log

In response to Gov. Evers and ongoing efforts to keep residents, staff and our community as safe as possible, we ask that you do not invite guests and family to Evergreen at this time. We also ask that residents stay on campus and limit exposure to the greater community as much as possible.

If you do have visitors, please use the log on the back of this memo to help us track who is coming to visit and when. Please keep the log on your refrigerator for easy reference.

Evergreen's preference is that those needing to drop off items do so at Resident & Guest Services during regular business hours (Mon.-Fri. 8:00 am – 4:30 pm or Sat. & Sun 9:00 am – 4:00 pm). Staff will deliver items to residents.

- Stay home if you are sick and notify Evergreen immediately of changes in cough, sore throat, temperature, or if you've had contact with someone diagnosed with COVID – 19 in last 14 days.
- Notify Evergreen immediately if a visitor has symptoms of respiratory infection within 14 days of visiting and where they were on the campus.
- Limit touching of surfaces when coming to the campus and practice good hand hygiene.
- Limit interactions and practice social distancing, e.g. no hugs, handshakes.

Other ways to stay in touch:

- Computers in Manor North, Manor South and the Courtyard hearth room have been set up for video calls via Skype. Directions are located at each computer.
- If residents have their own computers or devices and want video capabilities set up contact, Resident & Guest Services and Tech at Home will arrange for set-up at no cost.

We continue to be grateful for your patience and understanding while staff continue to navigate the situation. Stay well!

