

Memorandum
March 20, 2020

To: Independent Living Evergreen Residents

As a response to COVID-19, Evergreen had done the following to protect our independent residents:

- Visitor logs have been placed at all open entrances (door1, door 2 & Manor South Patio) identifying who is coming into the building and who they are visiting. This information will allow us to track who has been in contact with whom if a confirmed case of COVID-19 occurs.
- All staff are screened for symptoms daily prior to work.
- Resident temperatures are being taken two times per week to screen for symptoms. (Courtyard and Manor Apt Residents)
- Sanitizing of common areas, e.g. halls and lounges has increased to four times per day.
- All groups utilizing campus for Learning in Retirement, events and meetings have been cancelled.
- Utilization of The GardenSide, Pub67 and Fitness & Aquatic Center has been restricted to independent residents only.
- The GardenSide and Pub67 are now offering delivery service for meals to accommodations at no charge.
- Services at Uniquely You have been discontinued.
- Grocery shopping and medication pick-up are now available at no charge.
- The convenience store has added a variety of personal care and grocery products.
- Residents receive regular updates via memo, website and meetings on changes and suggestions to reduce risk of COVID-19 entering and spreading through campus.

- Social distancing practices have been implemented for all activities when possible.
- All large group activities and events have been stopped.
- Evergreen is monitoring CDC and Public Health websites several times a day for updates and discussing issues with Oshkosh Public Health as needed.
- Policies have been reviewed and updated per Evergreen's infection control nurse and medical director to include Covid-19 and outbreak plans have been put into place.

You and your family can help us help protect residents and others through the following steps:

- Assign one family or designee member to bring necessary supplies.
- Self-screen prior to entering Evergreen
 - Your temperature should be lower than 99 degrees
 - You have no symptoms including fever, cough, shortness of breath or sore throat.
- Sign-in using provided log book
- Limit interactions and practice social distancing, e.g. no hugs, handshakes
- Limit touching of surfaces when coming to the campus
- Practice good hand hygiene.

If a visitor has symptoms of respiratory infection within 14 days of visiting campus, immediately notify the Evergreen of date they were here, where they were on the campus and individuals visited.

If a resident shows signs or symptoms, you are asked to remain in your accommodation and contact the campus health nurse. Should a case of COVID-19 be confirmed, Evergreen would work with Public Health to assess the situation.