

**Memorandum**

March 13, 2020

**To: All Evergreen Residents**

Residents of Evergreen,

The Evergreen leadership is continuing to monitor the spread of COVID-19 (the novel coronavirus) and how it may impact everyone at Evergreen. Our highest priority is to provide the safest environment for residents and team members.

Based on guidance from the Centers for Disease Control and Prevention (CDC), the Centers for Medicare and Medicaid (CMS), and the Wisconsin Department of Health Services, Evergreen is restricting visitors in the health center (Creekview North and South) and assisted living (Garden Building and ShareHaven).

Beginning Friday, March 13, 2020, visitors will only be allowed in the health center and assisted living for urgent medical reasons. In order to assure business continuity, other individuals who will have access are employees and essential personnel who need to keep operations running to ensure our residents needs are met.

**To protect your own health and the health of others, we strongly encourage everyone, including all independent residents, to avoid inviting guests to the Evergreen campus, crowded areas and prolonged exposure in the community of any kind.**

We understand that connecting with family members and friends is incredibly important, and we recommend residents connect virtually (through Skype, social media, text, and telephone) with visitors who are restricted or have experienced symptoms of COVID-19.

All outside events and meetings are suspended until further notice throughout the entire Evergreen campus. In addition to the precautions, restrictions, and closures and all common areas will have enhanced daily cleaning. Admissions will continue under heightened screening precautions.

Evergreen leadership is in close contact with local, state, and federal health departments and is proactively following their guidance. They will continue to keep residents, family members, and team members updated regarding any significant changes to healthcare recommendations or Evergreen policy during this fluid situation.

**Evergreen DOES NOT have any confirmed cases of Coronavirus.**

We are grateful for your understanding and we appreciate your cooperation.