**DATE**:

**TO**: [Location] Residents/Community Members

**FROM**: [Name/Title]

**RE**: COVID-19 Update

Dear Resident:

As COVID-19 spreads throughout the nation, we are preparing for the likelihood that it will eventually impact the McAuley.

In compliance with CDC guidelines, we have already taken several steps to address this developing situation:

* We have suspended visiting privileges, except in compassionate care situations
* All visitors and employees are screened upon entrance for symptoms of upper respiratory illnesses
* Community dining and group activities have been cancelled
* residents and staff are asked to follow social distancing guidelines (stay at least six feet away from others) and use proper handwashing practices (wash with soap and water for at least 20 seconds)

Additional guidance and safety tips can be found at [www.cdc.gov](http://www.cdc.gov).

If residents or employees develop any symptoms consistent with COVID-19, they are asked to self-quarantine and seek medical attention. Symptoms include:

* Fever
* Cough
* Shortness of breath

We will inform you if a resident or employee is diagnosed with the virus and follow CDC and health department instructions for testing, localized quarantine of anyone who has been in contact with infected people, and a thorough disinfecting of all public areas.

**Your health and safety are our priority.** We thank all residents for your cooperation with basic prevention measures and your heightened awareness during these challenging times.

If you have questions or concerns, please reach out to [Name/Title] at [Telephone Number and email address].