



# Legacy Health Services

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Valued Employees:

We know some of you are concerned about the spread of COVID-19 (the new coronavirus) and how it may impact us here at Legacy Health Services. Ensuring our staff and residents are in a safe and healthy environment is our first priority. At this time, we do not have any cases at Legacy Health Services facilities. The Centers for Disease Control and Prevention (CDC) have recommended a variety of steps that we are implementing to help reduce the potential for the virus to enter our facilities. However, we need your help in battling COVID-19. Below are some examples of how you can help protect yourselves and our residents, as well as prevent the spread throughout the community.

1. **Sick employees should stay home.** At this time, we request that you stay home if you have any symptoms of respiratory illness. Those symptoms include: cough, fever, sore throat, runny nose, and/or shortness of breath.
2. **Immediately stop work and notify your direct supervisor if you develop respiratory symptoms while at work.** These include: cough, fever, sore throat, runny nose, and/or shortness of breath.
3. **Practice proper hand washing hygiene.** All employees should wash their hands for at least 20 seconds or use alcohol-based hand sanitizer that contains at least 60-95% alcohol upon entering the building and before and after interaction with residents. Soap and water should be used preferentially if hands are visibly dirty.
4. **Cover your mouth and nose with a tissue when coughing or sneezing.**
5. **Perform routine environmental cleaning.** Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, faucets and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. No special cleaning is necessary for COVID-19.
6. **Employee travel.** Additional guidance and restrictions regarding employee travel may follow pursuant to CDC guidelines.

Legacy Health Services is following the recommendations of the CDC on using basic contact precautions to prevent the spread, which includes wearing gowns and gloves when interacting with residents who present symptoms—as we always do. We are also staying up to date with the CDC recommendations as they may continue to change. In addition, Legacy Health Services is in close contact with the local and state health department and are following their guidance.

We are asking all non-essential visitors to avoid coming to the building unless absolutely necessary, and actively screening individuals—including staff—who enter. We are posting signs on our entryway doors to notify visitors of this policy and request that they not enter the building.

We will notify you if any residents or staff are diagnosed with COVID-19. Should you have any questions, please feel free to contact the Nursing Supervisor on your shift.

For additional information, please visit the CDC's coronavirus disease [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus).

Sincerely,

Jim Taylor  
Chief Operations Officer

Eliav Sharvit  
Chief Executive Officer

*We are committed to improving the quality of life for those entrusted to our care.*