



Facility Weekly Update (INSERT DATE)

Dear Resident/ Families /Resident Representative

Ensuring our residents are cared for in a safe and healthy environment is our top priority. Facility leadership is working with Department of Health (DOH) and Centers for Disease Control and Prevention (CDC) guidance to protect all residents. Facilities are fully committed to communicating the current status of any Covid 19 or respiratory outbreaks in the facility and all interventions being undertaken to prevent the spread of infection.

As of this week the facility has _#_ new cases of actual/suspected Covid 19 illnesses. We have had _#_ residents recover from Covid illness and sadly _#_ residents have passed away due to Covid 19 infection. We have reached out to families and will plan memorial services for our residents as soon as we are able to do so.

We are continuing to screen all resident's temperature, pulse oxygenation levels, and other vital signs daily. In addition, all staff are screened for fever and respiratory symptoms every shift. Any staff member with fever or respiratory symptoms are not permitted to work.

Upon learning of any positive test results, the Infection Preventionist/ designee immediately contacts both state and local health department officials and continues to work collaboratively under the guidance of the New York State DOH. In addition the facility has contacted Epidemiology at the NYSDOH and is working jointly to follow all infection prevention and control measures.

The Centers for Disease Control and Prevention (CDC) has set forth a variety of steps that (Insert Facility Name) had previously implemented to protect our residents. These recommendations include among other things, strict infection control and prevention initiatives, stringent handwashing procedures, restricting visitation and screening all individuals – including staff – that are permitted to enter our center. All health care workers adhere to the guidance issued by the CDC and the DOH for transmission-based precautions in caring for our patients.

We want to reassure you that we are taking all necessary steps to protect our patients, employees, and our surrounding community. We will continue to update you. Please check our facility website at _____ for updates as well as our hotline number _____. Should you have any questions or concerns, please feel free to contact _____ at (XXX) XXX-XXXX.

Sincerely,

(Insert Name)

(Insert Title)