

## MEMORANDUM

Date: March 9, 2020

To: TLRC Residents and Employees

From: R Kevin McFeely, President & CEO

Re: Updated Coronavirus Protocols

As you are now aware, there are 3 confirmed cases of Coronavirus in Pierce County, with more likely to be announced in the coming days. As a result, we are adding additional protocols to the ones already in place. They are as follows:

Effective immediately, we are cancelling programs on our campus that involve outside people participating in them. Internal programs for TLRC residents will continue as scheduled. Likewise, trips to events in the greater Puget Sound area have been cancelled.

We will continue grocery trips to Fred Meyer for this week and into next week. However, we recommend you purchase more than normal in the event future trips need to be cancelled as well. We are looking into the possibility of utilizing a delivery system for residents in the event future trips need to be cancelled.

The Chihuly Family Art Center door locks will not be accessible with fobs beginning March 10<sup>th</sup>. Residents who wish to participate in programs/classes in the center will need to come to the reception desk in the Main Building, be screened and will then be provided with a key that will need to be returned to receptionist when finished.

Residents will also need to be screened prior to using the Wellness Center and will use the same process as described above for the Chihuly Family Art Center on Saturdays and Sundays. During the week, residents still need to be screened by the Receptionist and up until 4:00 p.m. will have access to the building. After 4:00 p.m., a key will need to be obtained from the receptionist and returned after finished using the Wellness Center.

Pet screenings for visits with residents will not be done until the threat of the Coronavirus has been eliminated.

Lastly, beginning March 10<sup>th</sup>, all door locks except for the entrance to the Main Building will be deactivated. **All staff, residents and visitors** will need to access the Main Building through the primary entrance door so that they can be screened

by the Receptionist prior to traveling throughout the Health Center, Apartment Building and North Ridge. Screening will involve answering questions about symptoms and scanning your forehead to determine if you are running a temperature. Everyone will be asked to sign in, so we have a record of who came into the building and if symptoms were present. This information will be kept confidential and not shared with anyone other than government officials who track this type of information.

It has been brought to my attention that residents are still allowing visitors to enter the building through the Apartment Building lobby. In order for us to effectively prevent the introduction of the Coronavirus, it is essential we screen everyone, and they **must** enter through the primary entrance in the Main Building. I recognize this will be a significant inconvenience to our Apartment Building and North Ridge residents and families, but in order for us to protect our residents and employees, it is imperative we screen **everyone** entering our buildings and through this one door only.

We will expand the hours of the Catch-A-Ride program in order to assist all TLRC residents to move about campus to the various buildings since there will be only entrance available to the Main Building. Also, we recognize employee parking spots may be a bit of a challenge during this time since the back doors will not be accessible using name badges. We apologize for this and appreciate your understanding with this.

Please know these actions are being implemented as an overabundance of caution. Our goal is to keep everyone on our campus as healthy as possible and appreciate your understanding of all that is being done. If you need any additional clarification, please do not hesitate to contact any Department Director.

Thank you again for your support of all actions being taken. We look forward to having this situation behind us with as little sickness as possible. Your assistance in following these protocols will allow us to achieve this.