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# Jacaranda Trace

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## Memorandum

TO: Club Members

FROM: Gail Chase, *Gail Chase*

Date: February 28, 2020

Re: Coronavirus and Flu

The recent spread of the coronavirus around the world is causing justifiable concern among senior living communities, and raising questions about how we are preparing and responding to the possibility the disease might affect residents, staff and visitors. We understand this is exacerbated by the fact seniors tend to be more vulnerable and we all live in such close quarters with others in the community, sharing meals and participating in group activities.

As of this memo the coronavirus cases have been reported in over 40 countries, with the majority of them concentrated in China. Currently the virus is not spreading in communities in the United States although there are certainly a number of reported cases. Commonly reported symptoms include fever, cough and shortness of breath.

Given the transmissible nature of the flu and the coronavirus, prevention is our first line of defense. Education of our staff, residents and visitors is a priority.

***Please read and implement the following "best practices"***

- Hand Hygiene (frequent washing, use of gloves, hand sanitizers). We have sanitizers available in the public areas, dining areas and fitness rooms.
- Environmental cleaning (wiping down surfaces of frequently touched areas). The housekeeping staff will be supplied with a bactericide/virucide cleaner that kills germs on surfaces for 24 hours. We will use the cleaning product daily on areas such as the elevators, common areas, fitness room and dining room.

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- Our linens will be undergoing a 'hygienically clean" process by a third-party vendor.
- Visitors will be asked to sign in, questioned as to any respiratory symptoms they may be experiencing, asked about any recent travel and finally requested to use our hand sanitizers before continuing through the building.
- Education is ongoing with our staff about infection control and the need to continue infection control procedures. Staff will be asked to use hand sanitizers as they move from room to room and condo to condo. This is standard universal precaution procedures.
- We have assessed our emergency/disaster supplies (kept on hand for disasters and hurricanes) and feel we are prepared for any issues.
- Staff will be reminded to notify their supervisor of any respiratory issues and we ask the same of our residents.

General precautions against the spread of disease, to include the common flu, will be more rigorously observed during this time.

Please know our goal is not to create panic but to do our best to proactively implement the best strategies to minimize the risk of any contagion among residents, staff, family members and other visitors.

We hope this memo helps to mitigate some of your concerns and we believe working together we will minimize our potential risk.