

Dear Residents and Family Members,

First I want to thank you for your patience and understanding as we tackle these uncharted waters together. Please rest assured that we are taking every measure possible to keep you up to date with the latest information as soon as it becomes available. The quickest way to receive information is to join our email list (see instructions below), St. Leonard TV or our website.

I would also like to take this opportunity express my sincere gratitude on being appointed Executive Director. It is an honor and privilege to serve as your Director. Thank you all for the warm wishes and welcome.

Below are the latest updates to our procedures and closings. If you have any question please feel free to reach out to the appropriate staff member. You may also email me at jegibbs@chilivingcomm.org

**Thank you,
Jennifer Gibbs
St. Leonard Executive Director**

COVID-19 PROCEDURES (UPDATED 3/19/20 @ 9:00 a.m.)

THE ONLY TWO ENTRANCES OPEN TO THE MAIN COMPLEX ARE MARKETING/HR (DURING BUSINESS HOURS) AND CHAMINADE/SECURITY (24/7). THE HEALTH & REHAB CENTER MAIN ENTRANCE REMAINS OPEN.

EMPLOYEES NEED A BADGE. OTHERWISE, THEY NEED TO GO GET IT OR WAIT FOR A STAFF MEMBER TO COME GET THEM. THEY ARE **SCREENED WITHIN THEIR DEPARTMENTS** SO NO NEED TO SCREEN THEM AT ENTRANCES.

NO VISITORS OR RESIDENTS WHO LIVE IN THE IL HOMES OR JBR PERMITTED ANYWHERE IN RESIDENTIAL AREAS AT THIS TIME (except end-of-life and critical operational needs)

ONLY **RESIDENTS WHO RESIDE IN A LICENSED AREA** MAY RE-ENTER THE AREA AFTER THEY HAVE BEEN SCREENED. THEY WILL ALSO BE SCREENED ROUTINELY WITHIN THEIR AREAS.

ELEGIBLE ENTRANTS NEED TO BE SCREENED WITH THE **3/15** SCREENING CHECKLIST & THERMOMETER (IF AVAILABLE). COMPLETE THE FORM AS YOU ASK QUESTIONS AND FILE AWAY.

JBR AIDES ONLY AT THIS TIME WILL BE SCREENED AT CHAMINADE/SECURITY ENTRANCE.

RESIDENTS CAN REQUEST ONLINE COMMUNICATIONS WITH LOVED ONES, COORDINATED THROUGH THE ACTIVITY STAFF.

THE CHAPEL IS CLOSED TO EVERYONE BUT SATURDAY 4 P.M. MASS WILL BE TELEVISED ON THE CLOSED CIRCUIT TELEVISION STATION.

THE IL, AL, & SNF DINING ROOMS ARE CLOSED. MEALS WILL BE DELIVERED TO ROOMS. MEALS CAN BE DELIVERED TO THE CAMPUS HOMES FROM THE MAIN KITCHEN OR STATION HOUSE.

IF CHAMINADE RESIDENTS WANT ASSISTANCE ORDERING GROCERIES ONLINE, CONTACT ACTIVITY STAFF.

DAYAWAY IS CLOSED UNTIL FURTHER NOTICE.

BEAUTY SALONS ARE CLOSED.

THE FRANCISCAN CENTER IS CLOSED. THE STATION HOUSE DINING ROOM IS CLOSED BUT WILL DELIVER. THERE IS A SPECIAL MENU FOR DELIVERY TO IL HOMES. CARRYOUT IS STILL IN PLACE.

OUTPATIENT THERAPY WILL REMAIN OPEN BUT VISITORS SCREENED UPON ENTERING.

INTERNAL ACTIVITIES ARE CANCELLED. **OFF-CAMPUS TRIPS ARE DISCONTINUED INCLUDING SHOPPING TRIPS. MEDICAL APPOINTMENTS WILL CONTINUE BUT LIMITED TO THOSE DEEMED ESSENTIAL.**

DELIVERIES BY ANYONE, INCLUDING FAMILY MEMBERS, NEED TO GO TO CHAMINADE/SECURITY (OPEN 24/7) OR MARKETING/HR (DURING BUSINESS HOURS.)

HEALTH & REHAB CENTER DELIVERIES BY FAMILIES CAN GO DIRECTLY THERE.

NEWSPAPERS WILL BE DELIVERED TO JBR & HRC AND LEFT IN THE BREEZEWAY BY 8 A.M. TO BE DISTRIBUTED. MAIN BUILDING NEWSPAPERS WILL GO TO THE CHAMINADE/SECURITY DESK.

ALL ARE ENCOURAGED TO SIGN UP FOR OUR E-NEWSLETTER AT STLEONARD.COM, CHOOSING *RESIDENT/FAMILY LIST*.