October 28, 2020

Dear Ladies and Gentlemen of (insert name of community here),

As we enter the holiday season, I know there will be lots of questions about what ‘the rules are’ as it relates to the holidays and family visits. I hope you all realize at this point that it is not my goal to be the COVID police, so I will not be providing a list of ‘shouldn’t dos, or forbidden activities’. That is not my role. Be assured we want you to see and spend time with your family. We know how important this is to you.

Our guidance, whatever you decide to do, do it cautiously and safely. Throughout the pandemic, we have done our best to follow the guidance provided by the CDC and the Ohio Department of Health. In addition, we adapted an ‘Assessment for Traveling’ tool that helps identify areas of concern and strategies for traveling safely.

We will use this same tool during the holiday season. Not to ‘disallow’ anything but to help you identify the issues and have a plan to successfully address them.

The tool will also aid us in recommending the least restrictive actions we can take as a community to keep everyone inside of (insert name of community here) safe and infection free. We will be depending on you to notify us if you feel you had an unexpected exposure risk. As a rule, we will not be blanketly mandating a 14-day quarantine, but there may be instances when this seems like the most reasonable thing to do. There may also be instances when a test showing a negative result seems like a reasonable request. Each situation could be different.

If you are making travel or family visit plans please complete the Assessment for Traveling and discuss it with the Director of Nursing or another member of the leadership team.

I am attaching both the Assessment Tool and the Guidance from the Ohio Department of Health related to travel. These two documents will guide us through this holiday season.

Thank you for your continued willingness to work with us to keep everyone associated with (insert name of community here) safe and healthy during the pandemic.

Sincerely,

xxxxx

President