



To: All staff  
From: Jim Zache, CEO  
Subject: Concerns Update #10  
Date: April 9, 2020

Despite all of our best efforts a resident at our Assisted Living facility in Bayside was confirmed with COVID-19 last night. He went to the hospital Monday with a fever and shortness of breath. As of this morning, no other residents or staff have symptoms. Tenisha Love our Regional Director of Operations spoke with her staff last night and again this morning. I'm happy to say they all reported for their assigned shifts.

With residents confined to the facility for more than two weeks and without any visitors, it was one of our staff that unknowingly brought the virus to work. Each of your programs and facilities is in the same spot, **There's only one way the virus can enter your building** and that's by you. What this moment is pointing us to is a serious re-cap of the basics:

1. You should take each other's temperature at the beginning of each shift.
  - a. Anything over 100 degrees should be reported to your supervisor.
2. Wash your hands, often. [Link to the Hand Hygiene Protocol](#)
3. Take the temperature of your residents according to your program/facility guidelines.
4. We are seeing supplies of hand-sanitizer getting low. We have placed orders, but they are 10-15 days out from delivery. Hand washing is not as easy or practical as sanitizer, but it may be your only option and it's the best way to sanitize your hands.
5. If you start to have symptoms during your shift; fever, shortness of breath, coughing, you should take your temperature and contact your supervisor immediately.
6. Last night the CDC updated its guidelines. If you are exposed to COVID-19 **but do not** have symptoms you may report to work.
7. Away from work be aware of your surroundings:
  - a. Maintain a social distance of 6 feet.
  - b. Avoid or limit your contact with others.
8. Questions? Refer to the cclswi.com website [CCLS COVID-19 NEWS](#) tab.

We've been planning for this moment and now it's upon us. I know you'll send your thoughts, well wishes or prayers to the residents and staff at Bayside.

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### [Connecting Essential Workforce Families to Child Care](#)

We know CCLS and CLE employees are faced with family and friends stepping in to help with childcare. The Department of Children and Families is connecting essential workforce families with available childcare. To request child care, essential workforce families should fill out [this form](#). Additionally, families can search for available care at a publicly [available map](#). Please submit your request as soon as possible to help childcare centers determine whether to stay open to meet the local demand.

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The CDC is providing useful tips for taking care of our emotional and mental health during this time as well as our physical health. We know CCLS and CLE employees are facing a variety of challenges and hope that you'll take a moment to review this resource. [Stress and Coping](#)

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