



BAPTIST RETIREMENT HOMES

OF NORTH CAROLINA, INCORPORATED

PROUDLY SERVING OLDER ADULTS SINCE 1951

Reed VanderSlik
President and CEO

Dear Baptist Homes Team Member,

As you are undoubtedly aware, there are increasing concerns about the spread of Coronavirus (COVID-19), both here in the US and abroad and how it may impact our Baptist Homes team members and families. Our medical and healthcare teams, along with senior leaders are diligently monitoring daily updates put forth by the Centers for Disease Control (CDC) and state and local health departments, and promptly enacting their recommended guidelines. In addition, we have activated our Emergency Preparedness Planning Team so that we have the resources and support in place should a confirmed case of COVID-19 occur in our facility. The health and safety of our team members is a priority.

The Centers for Medicare and Medicaid Service (CMS) Guidance for Infection Control and Prevention of Coronavirus (COVID-19) has recently issued additional guidelines which Baptist Homes will be implementing at our campuses. In adherence to the CMS recommendations, **effective immediately, Baptist Homes will be restricting visitation for all family members, friends, volunteers, schools, vendors such as entertainers, lecturers, etc., until further notice.** Certain situations in which visitors will be permitted include end of life situations or when a visitor is essential for the resident's emotional well-being and care. Visitors will need to be screened for a fever and complete a questionnaire when they enter the building to ensure they are safe to visit. Baptist Homes continues to follow CDC recommendations to prevent the spread of the COVID-19.

The number one recommendation from experts is to wash your hands regularly and for at least 20 seconds. We have increased the frequency that environmental services is cleaning our facility including handrails, doorknobs, elevator buttons, phones, etc., using approved disinfectant specifically for COVID-19. However, it is everyone's responsibility to do their part in keeping your personal work surfaces clean.

We are also asking you to take note of the following:

- Team members are not permitted to come to work with any signs of a cold, fever, cough or respiratory infection (shortness of breath or sore throat) as they may be signs associated with the COVID-19 virus. If a team member does show up to work with any signs or symptoms of an illness, the team member will be immediately sent home. If you are out of work for 3 days or more, you will need to contact your supervisor to be

placed on a Leave of Absence. You will not be able to return to work until you have been cleared by your medical provider.

- Please ensure that your personal and emergency contact information is up to date.
- Team members who return from vacation are required to complete a questionnaire regarding their recent travels. Based on the responses, you may be able to return to work immediately, require self-quarantine for 14 days or not return to work for 21 days. Our director of nursing will work with you to determine your readiness to return to work.
- Look for COVID-19 updates in your email or on company approved bulletin boards.
- We have contacted our employee-based healthcare provider and will be waiving any co-pays and deductibles if you are diagnosed and treated for COVID-19.

We will continue to monitor COVID-19 and explore all options to continue the operation of our business such as contingency staffing, work from home and telecommuting options. We understand that the uncertainty associated with COVID-19 may at times create concern for our Baptist Homes team members and their families. We will continue to update you with important information as it develops.

And most importantly, if you feel sick and are exhibiting signs of a cold, fever, cough or respiratory infection (shortness of breath or sore throat), **do not come to work**. It is important to monitor your health closely.

Best Wishes,

Reed Vanderslik, President and CEO