**COVID-19: VISITATION UPDATE – SAMPLE LETTER TO STAFF**

***Updated: March 17, 2021***

Dear [Staff Member]:

State and federal regulators provided new guidance that allow for more visitors to enter our building with fewer restrictions. Additionally, the guidance allows for residents to leave our setting without the need for a 14-day quarantine upon return.

We anticipate these changes will take place on immediately, and we are working to notify residents and families as soon as possible.

As we prepare to warmly welcome visitors back to our community, we will need to ensure we continue to do what we have been doing so well – practice meticulous hand hygiene, wear masks and other protective gear, practice social distancing, and maintain our enhanced cleaning and disinfecting procedures.

To protect everyone’s safety, visitors and residents will be asked to agree to follow our requirements and infection control protocols for wearing face masks and practicing hand hygiene.

**What you can do:** As we move into this next phase of managing the COVID-19 pandemic, we want to remind you of the following:

* **Infection Control**: This will continue to be a top priority for everyone. Keep wearing your PPE, washing your hands frequently, and sanitizing surfaces after use.
* **Screening:** In addition to staff screening, we will be screening visitors before they see their loved ones. This will include [insert screening actions e.g. temp taking, screening questions, etc.]
* **Manage your own COVID-19 risk:** Please remember to take care of yourself, stay home if you do not feel well, and let us know if you are experiencing any COVID-19 symptoms.
* **See Something, Say Something**: If you have concerns or suggestions on how we as a team can maintain or improve our response to COVID or our overall infection control, please let me or your supervisor know.
* **Vaccination**: We continue to encourage all staff and residents to be vaccinated against COVID-19. If you have questions about vaccination, please contact your manager.

We especially want to thank you for your dedication and commitment over the past several months. Your work to keep our residents safe and to provide them with compassion and companionship during this unprecedented pandemic has been nothing short of amazing. We have managed the risk of this virus in our setting because of you. We are so very thankful and proud to have you as a member of our team.

Our journey through this pandemic is not over and there may be more challenges ahead. Thank you for your commitment and care during this difficult time. As always, if you have questions or concerns, please let me know.