**Hebrew SeniorLife COVID-19**

**Senior Living Sites – Summary of Actions**

* Cleaning
  + Additional common area cleaning
  + Suspension of private cleaning in apartments
* Deliveries
  + Dropped at central location and delivered by internal staff to unit
  + Institution of infection control protocols
* Entrances
  + Door screening with temps for all employees, aides/exceptions, residents if they go out; log
* Facilities
  + Create screening stations at entrances
  + Removal of common area furniture
  + Closure of fitness center
  + Closure of bank
  + Limitations on common area usage – max 2 in elevators, max 4 in rooms, max 2-4 in stores
  + Closed primary care practices (telehealth only), suspension of therapy house calls
* Visitors
  + No visitors – exceptions for end of life only
  + Suspension of tours (virtual only)
  + No volunteers
* Programming
  + No congregate programs
  + No multigenerational programming
  + No speakers/performers/presenters
  + Virtual / remote programming (fitness, programs, spiritual care, letters/cards/photos)
* Dining/Culinary/Groceries
  + Dining rooms closed
  + Door- to-door meal delivery
  + On site grocery store / ordering system to eliminate trips to store
* Employees
  + Door screening daily with temperature taking
  + Staff prioritization and reductions (on site) – work from home, essentials/reallocation, rotating shifts
  + Mental health support
* Private Aides from outside
  + Aide reduction efforts (nonessential duties, reductions, eliminations, shopping)
  + Quick infection control guide with signoff for aides providing services to residents
* Resident need tracking
  + Proactive resident survey / questionnaire – staff calls to every resident
  + Institute a return from hospital protocol and tracking system (COVID and non-COVID related)
* Communications
  + Letters to residents and families
  + Autocalls/VoiceFriend
  + Centralized webpage with location-specific guidance
  + Website, central email account to field inquiries, central review of all site communications, early prep for “in case”, central point for media inquiries
  + Education and updates to various management groups
* Planning
  + Case scenarios / algorithms
  + Daily command center standing call for check-ins/decision making
* Human Resources Policies
  + Workplace, pay, travel, time (paid time)
  + Shared emergency bank (employee donations)
  + Occupational health – review of any potential issues/questions