**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