



To Our Family of Associates:

As you know, the Coronavirus (COVID-19) has hit the United States. We know there is a lot of concern for the well-being of our residents as well as our associates and your safety is always our top priority.

Fortunately, we have no cases of COVID-19 in our communities, but we wanted to make you aware of the precautionary measures we have in place to protect our residents and visitors. We are treating the situation with extreme caution as we would any contagious virus or infection, utilizing our ISL policies and procedures.

While we are not a “health care facility” (hospitals and skilled nursing facilities are however), we are closely following the guidelines established by the *Centers for Disease Control (CDC)* to help prevent the virus from entering our communities. We are encouraging all our associates to follow the CDC guidelines below:

- **Wash your hands** frequently. Use soap and water and wash them for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing.
- If soap and water isn’t available, **use an alcohol-based hand sanitizer**. We have several hand sanitizer pumps located in common areas throughout our communities.
- **Cover your mouth and nose with a flexed elbow or tissue** when coughing and sneezing. Remember to throw away the tissue and wash your hands immediately.
- **Maintain social distance**. If possible keep a distance of 3 feet between you and someone who is coughing, sneezing or has a fever.
- **Avoid touching your eyes, nose and mouth**. Hands touch many surfaces that can be contaminated with the virus.
- **Seek medical attention** if you have any of following symptoms: fever, cough or difficulty breathing/shortness of breath.

We are asking those visiting our communities to follow the guidelines above once they enter the building. We also are asking visitors to stay away from the community if they have cold or flu-like symptoms or traveled outside the U.S. in the last 14 days.

As our valued associate, you play such an important role in ensuring the safety and well-being of our residents, visitors and your fellow associates. Below are steps you can take to help prevent the spread of COVID-19 in our communities.

- Follow your department’s specific cleanliness and sanitation procedures. If you do not know what these are, please ask your immediate supervisor for details.
- Wash your hands regularly, especially when arriving to work, after interacting with residents, using the restroom and after personal activities such as eating or smoking.
- If you are sick with cold or flu-like symptoms, fever, cough and/or difficulty breathing, please do not come to work. Call your supervisor to inform them of your absence.
- Please notify your supervisor or the Executive Director if you have traveled outside the United States within the past month or have plans to do so in the immediate future.



We are committed to keeping you all updated on the latest information available to us. We are creating a website to keep you, as well as our residents and their family members, informed. As soon as it's live, we will share the address with you.

Thank you for your commitment to keeping the safety of our residents, families, visitors and one another top of mind.

Sincerely,

A handwritten signature in cursive script that reads 'Collette Leigh Gray'.

Collette Gray  
President/CEO  
Integral Senior Living  
Solstice Senior Living