

MEMORANDUM

Date: March 17, 2020

To: TLRC Residents and Employees

From: R Kevin McFeely, President & CEO

Re: Today's Update

As we continue to adjust to the challenges brought by the COVID-19 pandemic, we find we must now update our dining protocols. Effective tomorrow, March 18th, the following practices will go into effect:

All residents in the Health Center, Assisted Living and Independent Living Apartments will eat their meals in their individual living areas. We can no longer offer communal dining. The only exception to this rule is for residents in the Health Center who are part of a progressive dining program. These residents will continue to meet for meals in very small groups that have staff present for the entire meal. **After tonight's dinner, all dining rooms in the Health Center and Apartment Building will no longer be in service until further notice.**

Assisted Living and Independent Living residents will be called each day by a TLRC staff member to obtain meal orders for the day. Dining Services staff members will deliver meals to Independent Living Apartment residents. Assisted Living residents will receive their meals from Assisted Living staff members once Dining Services staff deliver the meals to them. It is our intention to keep mealtimes the same as they are now. We appreciate your patience and understanding if we run a few minutes late in getting all deliveries completed.

The Harbor Café will remain open for the foreseeable future, but there is a mandate from the Federal Government that does not allow for more than 10 people to gather together in any area. As a result, we will be creating 3 separate places for employees to take their breaks and meals. We will separate the Harbor Café into two different venues and utilize the Employee Break Room in the Health Center as the third venue for breaks and meals. If you notice 10 people in any of these areas when taking your break or meal, please go to a different area. Again, this will be in place until further notice.

Thank you again for your patience and understanding. I promise you we will get through this because of your vigilance in following these protocols. We appreciate everyone's diligence with this.