

MEMORANDUM

Date: May 15, 2020

To: TLRC Employees and Apartment Residents

From: R Kevin McFeely, President & CEO

Re: Clarified Protocols

Now that Governor Inslee has released his four-phase reopening plan for the State of Washington, I have been asked by a number of TLRC Apartment Residents to clarify TLRC protocols in reaction to this plan. They are as follows:

There is still a Stay at Home Order in place for Washington. As a result, TLRC will continue to offer for our Apartment residents grocery shopping, prescription pick up (for those pharmacies that do not offer delivery service) and essential transportation services such as doctor appointments that the physician has determined needs to be done in an office setting. Groceries **cannot** be brought in by family members and caregivers. Please utilize our services. In addition, many of you have used telehealth services and we encourage you to continue to do this where your doctor has deemed it appropriate.

Any packages, including flowers being delivered to you must arrive via a registered delivery service such as a florist, USPS, UPS, FedEx, Amazon, etc. The reason for this is these businesses are under strict guidelines to sanitize packages prior to delivery to help prevent the spread of the virus. We encourage you to remind your families and friends we cannot accept any packages other than what is outlined in this paragraph.

Now that the weather is nicer, please feel free to walk about the campus and enjoy the beautiful landscaping that is a part of TLRC. However, we are requesting you please wear a mask anytime you are outside of your apartment, **both inside and outside of the building**. This is to help prevent the COVID-19 virus from taking hold here at TLRC. In addition, please do not leave the campus as has been previously stated.

Because of the Stay at Home order and mandates from Centers for Medicare and Medicaid Services, we cannot allow visitors on our campus. I recognize this is tough on everyone but again, due to the continuing spread of the virus in the greater community, this protocol will be strictly enforced.

For those of you who have cars parked in the parking lot, I realize not driving them on a regular basis leads to the batteries discharging. I recommend you start your car once per week and allow it to run for a few minutes to keep the battery charged so that when the Stay at Home order is lifted and you are once again allowed to drive, you will not have a car that will not start.

We are now scheduling trips to the State Parks for our Apartment residents. Buses will not be filled to capacity in order to maintain social distancing. Because of this, we will schedule frequent trips to give everyone who wants to participate in this activity an opportunity to do so. Masks will be required while riding the buses and while visiting the parks. Fortunately, the parks are not crowded at this time so maintaining distance from other people should be easy to comply with. Upon returning to TLRC, you will go through the normal screening process that has been in place since the start of the COVID-19 protocols.

The Receptionists have been informed of these protocols and have been instructed to follow them with no exceptions. Again, we have remained COVID-19 free because of the protocols put into place and we are constantly monitoring guidelines from Center for Disease Control and Prevention (CDC), Centers for Medicare and Medicaid Services (CMS), Department of Health (DOH) and the Governors Press Conferences to keep up-to-date on what is allowed and what is not. Please know it is our intent to open up our campus as much and as quickly as possible without risking anyone's health and safety.

Thank you for your continued understanding and adherence to these guidelines. Please do not hesitate to contact either Brita Carpenter or myself should you have any additional questions.