



Frequently Asked Questions for Salem Towne Team Members about the closing of Salem Towne campus due to precautionary measures our community is taking to prevent the occurrence of the coronavirus (COVID-19).

Beginning Friday, March 13, 2020, at 6 AM, Salem Towne's campus will be closed to outside visitors, except for move-ins and construction workers who have been screened and meet the screening criteria. All dining venues on campus will also be closed. If you have questions that are not covered here, please reach out to your supervisor.

1. Will meals still be available to Team Members?

Beginning Friday, 03.20.2020, Team Member meals will be available at **NO CHARGE for items from the cycle menu in the Servery. There will be a charge for items from the Always Available menu.** A hot meal will be available as has been over the past week or so and individual salads will be available for pick-up. Meals will be served from 12:30 p.m. to 1:30 p.m.

Choices will be added as we move forward. In an effort to maintain "Social Distance," be proactive in sanitation and safety, and to keep lines to a minimum, the following schedule should be followed for lunch breaks:

Housekeeping:	12:30
Maintenance:	12:40
Admin/ Marketing/Life Enrichment:	12:50
Dining:	1:00

Note to Team Members Working At Babcock in Households: It is requested that all who work in Babcock HCC you must order your meals in the household you work in.

2. If you do not drive to work, can you still be dropped off?

*Yes, but please let your driver know that he or she must remain in their vehicle **and any children in the vehicles MUST remain in the vehicle as well.***

3. Can outside food deliveries be made?

No, at this time no food deliveries can be made. For example, deliveries of pizza, Grubhub, Uber Eats, etc. are prohibited.

4. What is considered a fever?

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5. Are you increasing the cleaning and disinfecting protocols?

Protocols are in place in the Babcock Health Care Center, and the entire campus will have increased cleaning protocols starting Friday, March 13.

6. What if a team member exhibits symptoms of COVID-19?

- *Should a team member exhibit symptoms, s/he will be asked to refrain from coming on campus until s/he is cleared by a physician to return to work.*
- *The process for calling out remains the same, a team member should contact the supervisor on duty (two hours in advance of their scheduled shift) to report their inability to report to work and advise of the symptoms. The Salemtowne infection control nurse will follow-up with you to discuss your situation.*

7. How can someone be granted an exception to visit a resident on campus?

Contact the Director of Clinical Services. She will determine if an exception can be granted.

8. Who is making the guidelines Salemtowne is following?

Salemtowne's guidelines are based on advice given from the Centers for Disease Control and Prevention, our local Health Department, and Centers for Medicare and Medicaid.

9. Will events still be held?

Starting Friday, March 13, all group events will be canceled.

10. The Families First Coronavirus Response Act (FFCR Act) requires that certain employers provide employees with expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's Wage & Hour Division administers and enforces the new law's paid leave requirements.

Policy Effective Date: April 1, 2020

Policy Expiration Date=December 31, 2020

(See Posting of Employee Rights from the Department of Labor for more details.)

Questions regarding information in this document may be directed to a representative of Human Resources.

