



Date: March 17, 2020

From: Thom Wright, PhD, CEO/Executive Director

Re: COVID-19 Prevention – Secure Closing of The Inn, Easthampton through April 30, 2020

The COVID-19 threat has consumed much of the last two weeks for all us and the same is true for leadership as we have engaged with the Massachusetts Department of Public Health (MDPH), and the Center for Disease Control (CDC) on this topic. After watching the progression of COVID-19 over the last few days and based on the strong recommendation for senior living communities by MDPH working in collaboration with the CDC, **we have made the decision to do a secure closing of the Inn effective March 17, 2020 through April 30, 2020, at the earliest.**

Please note that as of this date there are no cases of coronavirus at Lathrop. If there is a confirmed case at Lathrop, management will inform you that there is a case without disclosing specific and identifiable information.

What is a secure closing?

A secure closing means we will be restricting the following people/activities until April 30, 2020, at the earliest:

- All programs (educational, entertainment, etc.) which involve any outside groups or Lathrop townhomes residents will be canceled. Programs for Inn residents (e.g., movies in the Mt. Tom Room, BINGO, etc.) will be limited to small groups (10-12), will continue and be enhanced.
- All **non-essential** visitors to the Inn will be restricted. **Essential Inn visitors include private caregivers, hospice workers, and families who are escorting a resident to a doctor's appointment (only).** Staff will assist Inn residents with virtual visitation through technology such as skype, as requested.
- Guest room reservations will be canceled.
- **All outgoing pleasure trips will be canceled. Transportation will be limited to medical appointments only on both campuses. Staff will work with Inn residents to assist with grocery shopping on a weekly basis.**
- **Mail delivery:** As of this date, the Postmaster assures us that mail will be delivered, as always. Mail can be retrieved anytime by residents **between 8am and 5pm**, but we do recommend maintaining social distancing and limiting the amount of times per week that mail is picked up. In addition, residents must be screened before picking up the mail.
- **Inn meals:** Breakfast and lunch meals will be served for small groups (10-12) in the dining room and the evening meal will be delivered directly to Inn apartments, effective March 16, 2020. If this order is amended, we will adjust our protocol, as appropriate.

Access into the community

Effective Tuesday, March 17:

1. All exterior doors of the Inn will be secured but can still be opened from the inside in the event of a fire or other emergency requiring evacuation.
2. Screening will be done by a trained member of staff directly inside the Inn front door. All visitors and staff will be screened. This will include taking the temperature of each person and screening for symptoms of respiratory illness, travel history and possible contact with a person known to be infected with COVID-19.
3. Once screening is complete, visitors and staff may enter the Inn.
4. All essential visitors and staff must enter the community through the Inn Lobby for screening.
5. Inn residents who leave the building for medical appointments will be screened upon return.

Anyone whose temperature is above the mandated threshold of 100.3 will be asked to return to their home/unit and additional instructions will be given by a Lathrop healthcare professional and/or their supervisor.

We will also ask everyone coming into the community to use hand sanitizer on their way in and on their way out of the front doors as a general practice.

What should EVERYONE do?

- Follow all CDC recommendations such as:
 - Avoid close contact with people who are sick
 - Avoid touching your eyes, nose and mouth with unwashed hands
 - Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Stay home, especially if you are not feeling well or have a compromised condition.
- We would strongly recommend that all residents stock up on supplies you will need to keep yourself safe. This includes non-perishable food items.

What should Inn RESIDENTS do?

- If you utilize the service of a private caregiver, please share a copy of this memo with them.
- **Please cancel all non-essential visitors through April 30, 2020**