



Memorandum

Monday, March 16, 2020

To: All Lodge Members & Staff
From: Dirk Roghair
Subject: COVID-19

Mitigating Health Risks. Caring for the Community.

As new cases of coronavirus continue to be diagnosed, we want members, families, vendors to be aware of the steps we are taking to ensure our community continues to be as safe and healthy as possible.

We are guided in this by the counsel and actions of the Iowa Department of Public Health and the Centers for Disease Control and Prevention (CDC), all of which we are closely monitoring.

Their recommendations are informing our current actions, which are detailed below.

Staying Home

New Federal guidelines encourage **those who are 70 and older or who have underlying health conditions** to strongly consider staying in their suites.

We require that **anyone who is feeling ill or who has a fever** stay home until they are fever-free for at least 48 hours. **They are not allowed in any common areas or in The Lodge Clubhouse.**

Actions We Are Taking Around The Lodge

We want to assure you that we are taking several actions to keep this a safe place.

All visitors, vendors and employees are required to enter through The Lodge main entrance door, complete a health screening form and wash their hands. (SEE NEXT PAGE)

Meal Service. Today Monday, March 16 we start delivering meals to your suite between the hours of 4:30 to 6:00 pm. Monday – Friday and 11:30 to 1:00 Saturday and Sunday

Guest Suite – No guests suite reservations will be available until further notice

Regularly disinfecting all high-touch surfaces, including doorknobs, handrails, and tabletops

Making hand sanitizer & soap readily available throughout the common areas

Discontinuing self-service of food. All food shared will be individually packaged or delivered.

Group Activities – All activities until further notice are canceled

Massage, Podiatrist, Beauty Shop & Shuttle - available but limited to individual appointment only

Staff – Housekeeping & Maintenance will wash their hands upon entering and exiting your suites and disinfect any items such as vacuums or tools after exiting.

Asking members to refrain from touch contact. As you greet one another or exchange in conversation, we ask that you do so verbally and with a nod. Please refrain from shaking hands or hugging one another. While this may feel awkwardly distant, it is one way that we can care for each other in this time of practicing ways in which to minimize the transmission of germs.

We Need Your Help!

As a community, our health and well-being require all of us to do our part and to look out for one another.

- **Wash your hands** frequently and thoroughly
- **Refrain from touch contact**
- **Stay home if you are feeling ill or have a fever**
- **If you have a fever, please contact The Lodge front office and remain in your suite**

In the Days Ahead

In the days and weeks ahead, we will continue to look to the state and local public health departments and the CDC for guidance about best practices, policies, and procedures. If that results in a change in what we are doing or what we ask you to help us with, we will let you know.

We know there is a fine line between being prepared and being alarmist. We are doing our very best to be prepared. We also would like to ask that you—

Practice neighborliness. Wash your hands. Stay home if you are sick.

Communicate. If you or someone you know is currently in self-quarantine or is sick, please inform The Lodge front office.