



WMSCI Memorandum

Date: March 24, 2020
To: All Lindenwoods Employees
From: Ashley – Human Resources
Subject: COVID-19

Effective immediately we will be implementing the following:

Entering a Suite

If you are required to enter a suite for any reason you must be wearing gloves and a mask. Some departments have other requirements so please see department specific memos for more information.

For those of you who do not have masks, there is a bag of homemade masks in the main office of the Manor and Terrace. Please use a fabric marker to write your name and department on the mask. You can use the mask for your entire shift. Once your shift is done put your mask in the **grey** bin in the office (see front desk for location) so that it can be washed overnight. Our overnight staff will wash, dry, and place cleaned masks in bags for each department head to pick up in the morning (they will be placed in **white** bin in the office).

Calling in Sick

If you are sick please inform your supervisor as soon as possible. We will be requiring all employees stay at home until they have had no symptoms for 48 hours.

Temperature Checks

In the near future you will be required to stop by the front desk to have your temperature checked upon entering the building. More information will come regarding this.

Self Care

Remember during this time to practice self care. Make sure when you go home from work, you are taking time to yourself, eating properly, and getting enough sleep. **Part of self care is also being ok with saying no if you find you are taking on too much and feeling overwhelmed. It's ok to ask for help.**

Thank you everybody for all you are doing to ensure our residents are well looked after. Let's also remember during this time to extend graciousness to each other if we do not have all the answers or ask each other for help. We are all in this together.