
53 South Broad Street, Penns Grove NJ 08069
856-299-1111

March 16, 2020

Dear Clients and/or Caregivers,

Amid the increased impact that the COVID-19 virus is having on our communities, we want to reassure our clients and their families that we are working closely with local, state and national health agencies on prevention and facility operations management in the event an outbreak in our community. Our facility follows local, state, and national health care expert guidance and recommendations, and should our facility receive direction from any of these agencies to close operations, we will notify you immediately via telephone call, as well as by posting an update on our website, www.salemcountyadulthoodcare.com.

We are actively monitoring the progression of the coronavirus (COVID-19) to ensure that we have the most accurate and latest information on the threat of the virus. As you know, this situation continues to develop rapidly as new cases are identified in communities across the United States of America. Our protocols are being adjusted as needed, and we will be sure to communicate any changes to you.

While most cases of COVID-19 are mild, causing only fever and cough, a very small percentage of cases become severe and may progress particularly in the elderly and people with underlying medical conditions. Because this is the primary population that we serve, we understand your concerns and want to share with you how our organization is responding to the threat of COVID-19.

We are following updates and procedures from the New Jersey Department of Health, the Centers for Disease Control (CDC), and local and county authorities. Our response and plans may adjust according to the recommendations from these organizations.

- As a standard practice, we have an emergency preparedness plan in place. We will continue to follow it as this situation evolves or update it accordingly.
- We have updated our infection control and prevention policies and procedures to include the COVID-19 virus, with all staff receiving education regarding these updates
- All staff have been educated on protocol regarding staying home when sick, and to provide a medical excuse to return to work. This practice is not new to our staff.
- Communication with staff and clients to assess any known risk factors, such as travel to areas with widespread outbreaks or local contact in areas known to have reported cases are ongoing. We will advise them not to report to the Center if they are deemed high-risk.

Many of our clients are especially at risk, given they are older adults or have underlying health issues. We are vigilant about our need to help protect these individuals from illness be it the flu, COVID-19, or any other communicable disease. These measures are not new to us as we seek to minimize risk regularly for our

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clients, regardless of an outbreak such as this new coronavirus. We are sharing this information in the sake of transparency, so you are aware and can help reduce the spread of infection. The best ways to reduce the risk of getting this or any viral respiratory infection include:

- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Avoid close contact with people who are sick
- Clean and disinfect objects and surfaces
- Stay at home away from others if you are sick
- Cover mouth and nose with a tissue when coughing or sneezing, then throw the tissue in the trash and wash your hands
- Clients must stay at home if they have any cold or flu-like symptoms (elevated temperature, fever, cough, shortness of breath), and cannot return unless they have a doctor's note advising that they are free of infectious disease and can resume attendance .

Please do not hesitate to contact us with any questions and/or concerns that you may have at (856) 299-1111. Thank you so much for your understanding and cooperation, and as always, thank you for choosing Salem County Adult Day Care Center.

Sincerely,

Crystal L. Hunter, BSHA
Administrator