

DATE

Subject: Vendor/Delivery Precautions COVID-19

Dear [Vendor],

Because the safety of those we serve is of utmost importance to us, I want to share some information with you regarding our efforts regarding the Coronavirus (COVID-19) illness.

The symptoms of COVID-19 (or Coronavirus disease 2019) are very similar to other illnesses like the flu and include fever, cough and shortness of breath, with the severity of illness ranging from mild to severe.

Our goal is to minimize the risk of exposure to any and all infections for our staff, residents and community!

During this time, we are limiting entrance to all facilities to just include those who are essential to the health, safety and supervision of our residents with advance notification to our management team. Outside vendors will not be granted entry to any facility unless they have received prior approval from our management team. All deliveries can be left outside the facility's front door. Anyone approved to enter the facility will be screened for the following:

- Fever greater than 100.0° F (37.8° C) (Note we will be taking your temperature prior to your visit).
- Cough
- Shortness of breath.
- International or cruise ship travel in the past 14 days.
- Exposure to anyone who had confirmed or suspected COVID-19 (Coronavirus) in the past 14 days.

Additionally, anyone who is approved to enter the facility will be required to comply with our infection control procedures.

Thank you for doing your part to promote healthy environments for the individuals we support. We look forward to our ongoing partnership and value your critical role in supporting our facilities. Please don't hesitate to contact me at [phone number] if you have any questions.

Sincerely,

[Executive Director/Branch Manager name]

[title]