



September 24, 2020

Dear Employees of The Mather,

We wanted to inform you that we learned that an employee who works in Independent Living at The Mather has a confirmed case of the Coronavirus disease (COVID-19). The employee is recovering at home and we wish them a speedy recovery as they follow guidance from their physician. The Mather is interviewing this individual to determine if he/she was in close contact with residents and/or employees (meaning within 6 feet of anyone for more than 15 minutes).

COVID-19 Employee Testing:

The Mather Life Centre testing:

We continue to test employees in The Mather Life Centre weekly due to Cook County's current positivity rate, and the last round of tests came back negative. Testing of employees who work in the Life Centre will occur next **Wednesday, September 30.**

Independent Living testing:

Employees who work in Independent Living will be tested on **Monday, September 28.** Testing will be held in Possibilities I (North Building) between 12:00 and 5:00 p.m.

If you are unable to attend testing at this time, please contact your manager to schedule a different time, as **testing is required**. If you need to come in on your time off in order to be tested, you will be paid two hours of time. We will try to perform as many employee tests as possible during scheduled working time.

Process for Testing:

- Please review and complete the attached **CONSENT AND AUTHORIZATION TO RELEASE INFORMATION** and **INPUT FORM FOR ACUTIS PORTAL**.
- Only employees who work in Independent Living at The Mather and who have not been tested in the past need to complete this.
 - Printed copies are available in the EMI Zone.
 - **The INPUT FORM FOR ACUTIS PORTAL needs to be completed and returned immediately to Maria or Allyson in Human Resources.**
 - *Please note: It is very important to include your insurance information. If you do not have insurance, please know Mather will be covering the costs of this test.*
 - The test will be administered in a private location on property by a medical professional in a manner to protect your privacy. The test involves a quick swab of each of your nasal passages, for 10 seconds in each nostril. This may cause some slight discomfort or cause your eyes to tear.
- Your test will be sent to the lab for processing.

- The results of your test will be sent in 24 to 72 hours to an authorized Human Resources representative, who will inform you of your results as soon as possible, and if needed, any next steps you will need to take.

Please remember that a negative test result only reflects health status at that point in time. **It's very important that we continue to practice safe measures outside of work, such as physical distancing from anyone you do not live with (no closer than 6 feet and for no longer than 15 minutes), frequent hand-washing, staying away from groups of 10 or more people, wearing masks, and disinfecting frequently touched surfaces in our homes.**

Here at The Mather, we continue our protocols of health and temperature screening of employees, infection control measures, and deep cleaning measures.

Employee Flu Shots:

Employee flu shots will be available at **no cost** to employees. Flu shots are **required** for the \$365 health insurance discount next year.

Flu shots will be administered in Possibilities I during the following times:

Tuesday, September 29: 7:00–9:00 a.m. and 2:00–4:00 p.m.

Thursday, October 1: 7:00–9:00 a.m. and 2:00–4:00 p.m.

Saturday, October 3: 9:00–11:00 a.m. and 2:00–4:00 p.m.

For questions, please contact your manager, your HR representative Maria Izokaitis at misokaitis@thematherevanston.com, or Deann Daniel at (847) 492.4646 or ddaniel@thematherevanston.com.

Please stay home if you are not feeling well. If you experience any symptoms, including a loss of taste or smell, cough, fever, chills, muscle pain, headache, sore throat, shortness of breath, pink eye, eye pain, vertigo, and gastrointestinal issues such as diarrhea, nausea, or vomiting, please immediately reach out to your physician and notify your manager or your Human Resources representative.

Sincerely,

Deann Daniel
Executive Director