



September 26, 2020

Dear Employees of The Mather,

We received notice this morning that a second 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:

Independent Living Testing Is Required.

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. 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.

COVID SYMPTOMS: PAY ATTENTION TO HOW YOU ARE FEELING

Please stay home if you are not feeling well. The current protocol from the CDC is to self-monitor for symptoms. If you experience any symptoms noted below, please immediately reach out to your physician and notify your manager or your Human Resources representative of your condition, as you may be experiencing symptoms of COVID-19. Symptoms include:

- a loss of taste or smell
- cough
- fever or chills
- headache
- muscle pain
- sore throat
- shortness of breath
- gastrointestinal issues such as diarrhea, nausea, or vomiting
- pink eye, eye pain, or vertigo
- discoloration of the toes

We encourage you to continue to protect yourself, your family members, and others with whom you may have contact outside of The Mather by practicing physical distancing (no closer than 6 feet away for no more than 15 minutes); good hand hygiene by washing your hands frequently for 20 or more seconds; and wearing face coverings that cover your mouth and nose when you are out in public.

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

Sincerely,

Deann Daniel
Executive Director