**CORONAVIRUS OUTDOOR VISITING – SAMPLE STAFF MEESAGE**

***Effective July 20, 2020***

Dear [Staff Member]:

**Outdoor Visiting Begins on [Date and Time]:**

The Ohio Department of Health has [**provided guidance**](https://coronavirus.ohio.gov/static/publicorders/Fourth-Amended-Directors-Order-Nursing-Homes.pdf) to allow us to start offering Outdoor Visiting Only to our residents and families. Thanks to our [Environmental Services staff or other departments], there are [xx] safe zones for outdoor visiting. Residents and families are being notified of this change [today/date of letter.]

To protect everyone’s safety, we have limited the number of visits at any one time and are asking families to sign-up for a scheduled appointment. Visitors and residents will be asked to agree to follow strict rules around wearing face masks, avoiding physical touching, and keeping a safe distance apart. We will have staff assisting outside during visiting hours and you may be asked to help residents move in and out to keep the visiting schedule run smoothly. [Add other program details here.]

**What you can do:** As we move into this new phase of managing the COVID-19 pandemic, we want to remind everyone of the following:

* **Infection Control**: This will continue to be a top priority for everyone. Keep wearing your PPE, washing your hands frequently, and sanitizing surfaces after use.
* **Screening:** In addition to staff screening, we will be screening outdoor visitors before they see their loved ones. This will include [insert screening actions e.g. temp taking, screening questions, etc.]
* **Manage your own COVID-19 risk:** Please remember to take care of yourself. Our residents/tenants and their families may also be feeling stressed and concerned. We are sharing updates with them as needed, but please use your training to help them in positive ways.
* **See Something, Say Something**: If you have concerns or suggestions on how we as a team can maintain or improve our response to COVID or our overall infection control, please contact your supervisor.

**Next steps:** While indoor visits are still not allowed at this time, we are planning for how to begin them again as soon as we have approval from ODH. If you have creative ideas about how to design our new indoor visiting guidelines, please let us know. [insert appropriate contact person here.].

A special thanks for all you have done to keep our residents engaged and to help them connect virtually with their families. We understand that not seeing their families in person has caused sadness and loneliness. We were all asked to prioritize safety during these past few months and the lack of social contact with families was painful to them and their loved ones.

Our journey through this pandemic is not over and there may be more challenges ahead. Thank you for your commitment and care during this difficult time. As always, if you have questions or concerns, please let me know.

Sincerely,