

TO: All residents and responsible parties  
FROM: Sabine Thomas, HFA Director of Resident Care

RE: Covid-19 Update  
DATE: March 25, 2020

First, on behalf of the Timbercrest Team, a word of appreciation for your continued understanding and support of the measures and restrictions we are required to put into place. The safety and well-being of our residents during this unprecedented time is our priority and the goal of all our actions. To date we are Covid-19 free. New restrictions have been issued by the Indiana State Department of Health and the Governor of Indiana over the course of the last few days. We want you to be aware of the following:

**MASKS ARE TO BE WORN BY STAFF** – To protect our residents, masks will be worn by staff. This is a precautionary step.

**STAY AT HOME ORDER** – The intent of the Governor’s Executive Order is to ensure that the maximum number of people self-isolate in their homes and residences and exercise social distancing (keeping a 6 feet of distance between self and others) when frequenting common areas. Travel restrictions across the State are limited to essential travel only. This means that Timbercrest staff is allowed to be on the road.

**NO VOLUNTARY LEAVES OF ABSENCE (VLOAs)** – In accordance with the newest guidelines issued by the Indiana State Department of Health, and with the medical order of our Medical Director, Pamela Higgins, MD, we require all residents in the Manor, Health Care, and Crestwood to refrain from leaving their home for non-essential purposes, such as visits with family and friends. Therefore, effective today, Voluntary Leaves of Absence are considered sufficient reason for issuing a discharge from the facility ... your home. Remember that your compliance with these new guidelines are an essential part of keeping everyone safe and healthy!

The Shopping Services provided by the Program and Services Staff is available to all residents of the Timbercrest community during this time. Family members and friends who shop for resident essentials need to drop off their purchases at the Main Entryway (8 am – 5 pm) for all Manor residents. Neighborhood Home purchases will be delivered to the resident’s front porch. Essential appointments should be scheduled through Timbercrest transportation services.

Be assured that staff is doing everything they can to provide a sense of normalcy amidst the turmoil and uncertainty. Staff is available to provide you with virtual visits with your loved ones. Channel 2 is used for broadcasting daily devotions, weekly worship services and Even Song as well as other programs. Please let us know how we can help you during this time! We are in this together!