



April 2, 2020

Dear Residents, Staff, and Families,

I am sure you are aware of our current situation in Tulsa. Each day we are hearing of more cluster COVID-19 cases appearing at long-term care and assisted living communities. We are making changes every day to attempt to alleviate risk at Monterey. I have asked all of you to take personal responsibility and stay home. The executive order allows for Tulsa citizens to obtain groceries, prescriptions and other necessities. However, this does not mean that you venture out to the grocery store or run errands every day. It means when you are in dire need you send one person from your household to the grocery store or to get necessities. Every time you drive out of the community you are putting others here at Monterey at risk and negating all our efforts. We are here to provide any services you need including grocery delivery and prescription pick up. Over the last two days we have kept a log of why residents are leaving. The majority noted groceries and prescriptions. However, some are doing other things outside the executive order. I know you all are restless and feel secluded. I feel the same way. I mentioned this morning to my team that I feel like I am living in the movie Ground Hog Day. We all need to make this sacrifice in order to get to the other side of the curve. We are making some new changes to our employee policies to keep them from leaving campus as well, and to lower their risk when entering the building:

Paylocity Mobile Punch - Monterey launched this Paylocity feature on March 31st. It allows employees to clock in and out using their mobile device. Our goal is to minimize contact with shared surfaces, as well as provide a convenient way to accurately record employee work time throughout the day.

Staying on Campus During Shifts -

- Employees are expected to stay on campus throughout their shifts. This means not leaving campus for meal breaks or other unnecessary errands. Employee exits from the community are being monitored.
- Temporarily, employees may smoke in their vehicles on campus rather than leaving campus like Monterey normally requires. We firmly believe it is important enough to limit the possibility of COVID-19 exposure to the community, that it would be better to temporarily allow smoking in vehicles rather than risk someone going off campus to a public place and then returning unnecessarily.

Compliance with Social Distancing and Shelter at Home Orders - It is imperative that all employees follow orders given by state and local officials to shelter at home and practice social distancing when not at work or doing essential errands for their family. Monterey expects our employees to comply with these orders and may require a self-quarantine, without pay, for an appropriate period for any employee that is known to be out of compliance and potentially putting our community at unnecessary risk. Employees are to maintain the 6-foot social distancing at work when possible.

One last note, beginning next week Monterey team members will be touching base with each Independent Living resident to ensure your emergency contact information is up to date and Vial of Life is complete.

Angela Larson, President and CEO
Tammy Brown, COO/Administrator Health Services
Bobby Blose, Director of Plant Operations