

COVID-19 ACTION PLAN

To: Residents, Customers, and Staff

From: Sequoia Living Leadership

Date: Thursday, March 26, 2020

Sequoia Living Commitment

We are taking extra measures, beyond what is currently mandated, for the peace of mind, health, and well-being of Residents, Customers, and Staff of Sequoia Living. Ask us anything at Covid-19Questions@sequoialiving.org.

We will continue to work closely with our Medical Directors and other Regulatory Agencies to update and refine this Action Plan.

The virus that causes Coronavirus 2019 Disease places Residents at senior living and long-term care facilities at risk. Visitors to such facilities may have the virus but may not have symptoms or may have mild symptoms and can easily pass the virus on to vulnerable Residents.

Implementation Locations

The Plan applies to the locations of Eastern Park Apartments, Western Park Apartments, Town Park Towers, Kokoro, and our San Francisco Senior Centers.

The continuing care retirement communities of Sequoia Living have had an Action Plan in effect since March 13th and it can be viewed at <https://sequoialiving.org/wp-content/uploads/2020/03/SEQUOIA-LIVING-COVID-19-RESPONSE-PLAN-3-13-2020.pdf>

1. A Proactive Plan to Keep People Safe

Sequoia Living has issued written protocol¹ to reduce the risk of COVID-19 in all our locations and sites, such as limiting visitors, adjusting foodservice operations, cancelling events and programs, modifying transportation, amplifying community cleaning, employee safe practices, hand washing, masking when needed, and, maintaining at least six feet distance from other people.

2. Taking Temperatures upon Entry

Town Park Towers, Eastern Park Apartments, and Western Park Apartments will be implementing a heightened screening protocol in the next few weeks whereby temperatures of Residents, Visitors, and Staff will be taken before entry.

3. Restricting Visitors and Guests

We pride ourselves on the energetic vibrancy of our Communities and Sites; however, it is essential that we prohibit and restrict visitation. We are asking for your support and compliance to reduce the spread of this virus. A list of visitors will be tracked at the front desk. We understand that multiple family members and friends like to visit, until further notice, only one person will be able to visit an individual Resident.

One visitor per day per Resident will be monitored and enforced.
Visiting Hours for home care providers and guests is 7AM to 7 PM.

4. Limiting Off-Premise Resident Movement

Each location will work collaboratively to restrict and minimize off-premise movement (referred to as Non-Essential) until further notice.

When any Resident leaves and then returns to the Premise, it puts them and others at risk.

- Residents/Staff are strongly advised to comply with San Francisco Department of Public Health Social Distancing Protocols
<https://www.sfdph.org/dph/default.asp>
- Having a distance of 6 feet between each person.
- Not attending any gathering unless it is 10 or fewer people.

5. Restricting Employees Who Exhibit Signs of Covid-19

- Staff and approved vendors (such as home health aides) that are providing essential services to Residents will be actively screened for illness upon entry each day.
- We will turn away individuals with symptoms listed on the CDC website and

¹ We will update our plan and protocols when new recommendations or requirements are issued by the CDC or CDPH or as otherwise required by law.

provided from the San Francisco Department of Public Health.

Our Staff is incredibly dedicated and can be impacted by COVID-19. Any employee who is sick or does not pass the required screening upon entry shall be sent home and will not return to work other than in compliance with CDC Guidance for Business and Employers [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html] as updated or as authorized to return by a physician.

Within one hour or less, the Premise will notify the Department of Public Health and meet any other applicable notification requirements by county should any Resident or Staff member who had recently been at a Premise test positive for COVID-19.

6. Effective Dates of the COVID-19 Action Plan

This plan will remain in effect until it is either rescinded, superseded, or amended by the Health Officer, by the State Public Health Officer, or any other regulatory agencies, in writing. It is possible this will be extended for the protection of Residents and Staff by Sequoia Living.

7. Enforcing COVID-19 Action Items

If any Residents, Staff, Family Member, or Visitor refuses to comply with these precautions at any of our locations, Staff will contact Management and or Law Enforcement to ensure we maintain the strictest standards. We realize how important Visitors are; however, during this vulnerable time, Sequoia Living shall take whatever steps are possible within the bounds of the law to protect Staff and Residents.

We will **not** restrict first responder, Ombudsperson, state or federal officers, investigators, or medical or law enforcement personnel from carrying out their lawful duties. They will comply with COVID-19 safety protocols.

8. Communicating the Sequoia Living COVID-19 Action Plan

While the Sequoia Living Action Plan is in effect, each location will do their best to translate information into primary languages. We will also post in English on our website www.sequoialiving.org If you have a suggestion or idea, kindly submit to Covid-19Questions@sequoialiving.org .

ADDITIONAL SEQUOIA LIVING GUIDELINES

The following will continue to be updated and new operational interventions put into place to maximize the safety and wellbeing of Residents, Customers, and Staff.

1) Essential Versus Non-Essential Medical Appointments

- Routine medical appointments (check-ups, dental cleanings, etc.) should be postponed.
- Essential medical appointments: Proceed with caution and practice all hygiene and social distancing measures recommended by the CDC.

2) Postpone Non-Essential Events On-Premise

- Cancel or postpone gatherings until further notice.
- Should you be in proximity of others, social distancing of 6ft. or more between persons should be strictly observed.

3) Postpone Attending Non-Essential Events Off-Premise

- Sequoia Living is strongly encouraging all Residents to remain on-premise until more is known about the spread of COVID-19.

4) Stay Home

- Do not circulate among others if you are feeling sick.
- Frequently clean high touch surfaces like counter tops and handrails.

5) Staff Who Have Children in School

- Alert Sequoia Living if there is a confirmed case of COVID-19 at your child's school.

6) Transit and Travel

- Residents are strongly encouraged to curtail travel.
- Staff planning to travel should discuss plans with a supervisor to create a plan before and after return if it is essential.

7) Do Your Part

The best way for everyone to reduce their risk of getting sick, as with seasonal colds or the flu, still applies to prevent COVID-19:

- Wash hands with soap and water for at least 20 seconds.
- Cover your cough or sneeze.
- Stay home if you are sick.
- Avoid touching your face.
- Try alternatives to shaking hands, like an elbow bump or wave.
- If you have recently returned from a country, state or region with ongoing COVID-19 infections, monitor your health and follow the instructions of public health officials.
- There is currently no recommendation to wear masks to prevent,

Location Contacts

Please contact the Manager or designated staff member at your communities location for further information.

State of Emergency

On March 4, 2020 a Proclamation of a State of Emergency was issued by Governor Gavin Newsom; the February 25, 2020 Proclamation by the Mayor Declaring the Existence of a Local Emergency issued by Mayor London Breed; and the March 6, 2020 Declaration of Local Health Emergency Regarding

Together, we will get through this.

COVID-19 is pushing all of us to be creative, flexible and resilient.

www.sequoialiving.org