



Post Office Box 127 • 400 Flemington Drive
Lake Waccamaw, North Carolina 28450

March 17, 2020

All Campus Employees:

Thank you all for your continued vigilance as we care for our children and for each other. We are fully aware of the rising tension and anxiety in the community and on our campus due to recent COVID-19 developments and are working to make the best decisions for our children and our employees. The Executive Team and myself have been in daily communication and continue to evaluate necessary steps as this continues to develop.

In addition to the steps outlined in our March 13th note to you, we are taking these additional measures:

- All outside visitors are being strongly encouraged not to come to campus. We will be happy to work with anyone to allow video and tele-conferencing options. Any required visits from agencies or family that must physically come to campus will be directed to the Civitan Cottage for their meeting. ALL visits from persons outside of our campus community will meet in the Civitan Cottage. We will ensure that space is cleaned and disinfected following each visit.
- All RC's and RA's that are returning to campus for their shift will first visit with Healthcare Specialist Patricia Williamson for basic screening prior to going to the cottage.
- We will continue to take referrals and admit residents. Steve and his team are closely monitoring referrals to ensure we stay in compliance with our staff to resident ratios. Referrals are also being closely screened for geographic location as well as presenting any symptoms of illness as part of the admission process.
- Any employee who has concerns about their work schedule because of family situations (kids out of school, etc.) should have a conversation with their supervisor to determine the best course of action.

Please continue to practice social distancing and safe personal practices. If you experience any symptoms of fever, cough, and/or shortness of breath, please contact your supervisor and/or Healthcare Specialist Patricia Williamson as soon as possible.

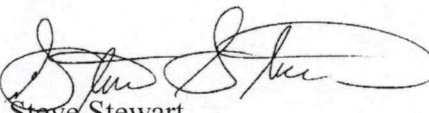
We will remind you again that we are all in this together and as we navigate the coming weeks, support each other and treat each other with compassion and understanding. We are all open to questions.


Gary Faircloth
President/CEO


Donna Yalch
VP Community Based Services


Ray Cockrell
VP Development


Tom Simmons
VP Education


Steve Stewart
Interim VP Residential Services