**CORONAVIRUS: HOLIDAY OUTINGS ADVICE**

**SAMPLE RESIDENT/FAMILY LETTER**

***Updated: November 19, 2020***

Dear [Resident and/or Family member]:

As we continue to fight against the COVID-19 virus, we have a difficult request for you and your family—

We ask that you not plan to take your loved ones out and into your homes this holiday season.

This request is based upon guidance from the Iowa Department of Public Health, the U.S. Centers for Disease Control and Prevention (CDC) and the federal Medicare agency (CMS) who all advise against residents leaving our site for holiday visits.

We know just how special the holiday season can be and spending time with family is what adds meaning to our celebrations. However, we need your help to protect our residents, our staff, and yourself during this risky time in the pandemic by limiting our contact with the broader community. As Governor Reynolds told us the other night, the COVID-19 surge is at a dangerous level in Iowa.

By not taking your loved one home for a holiday visit, you will help us in protecting the health of everyone who lives and works at [Insert Organization Name]. One of the best things that you can do for your family this holiday season is to not gather in groups and keep everyone safe by wearing a facemask when you do.

This past year has been a challenge like no other and we deeply appreciate the sacrifices that you and your family have already made during these past months. The hope of a COVID-19 vaccine is promising, but until that time we all need to use extra caution to slow the spread of this highly contagious disease.

If a resident does choose to go to a holiday gathering outside of [Insert Organization Name], the resident will need to quarantine in his or her room for 14-days after returning. This is a needed precaution because COVID-19 can be spread any time for two weeks after a person is exposed.

*Even when being very careful and following all of the guidelines, the risk of being infected when being out in the general public is high.*

We have an obligation to support and protect our residents and dedicated caregivers. We have equipped our staff team with the training and supplies, such as masks, gloves and gowns, so that they can continue to provide safe, quality care, services and support to our residents. We have worked with everyone in our community on meticulous hand hygiene and safe physical distancing.

At this time of Thanksgiving, our team is grateful that you trust us to take care of your loved one. Our (Insert Organization Name) family is committed to keeping you connected during the holiday seasons.

We are working hard to have a variety of activities that engage our residents and are doing all we can to facilitate alternative means of communication between you and your loved one. If you have issues or concerns, please let us know or you can also call the Office of Ombudsman for Long-Term Care at 866-236-1430.

We know that this news may cause you concern or that you may have questions about what we are doing to keep everyone safe and healthy. Please do not hesitate to reach out to me at [insert phone and email].

Sincerely,