



Episcopal Retirement Services

March 17, 2020

COVID-19 UPDATE

Dear Staff,

Let me start by saying how incredibly proud I am of all of you. We are in a crisis, and YOU all are so dedicated to our residents. I see and hear examples each and every day of how you are calmly and creatively caring for our residents and clients. I am confident that we will get through this together.

Creating a back-up team

As of Monday, we have closed the ERS Support Office and have asked all staff who work in this building to work from home. Additionally, we have divided up our leadership teams and created two teams: an on-site and off-site team that will rotate on a 7 to 14-day basis. Why? We know that there will be COVID-19 cases in our area, and staff or members of their family will be ill. We need a back-up team ready to come in with the confidence that they have not been exposed. The off-site teams are asked to self-quarantine while working at home, greatly limiting interactions outside their home. By doing this, we will have a group of staff that can come in and replace sick team members. Additionally, our clinical team will be sharing a nursing on-call program soon to help cover nurses that are unable to come in.

Paid time off requests

Given that we are in a pandemic, we are in an “all-hands-on deck” mode. We strongly discourage the use of PTO at this time. We will take each request on a case-by-case basis. Managers will consider requests in light of the staffing needs of their department. Ultimately, we have to have the necessary staff to care for our elders; therefore, we ask for your understanding at this time.

Staff travel

We are getting several questions about staff quarantines. Quarantining staff is an important mitigation practice. We have some staff argue that since we have cases in our local areas, the quarantine should be lifted. After seeking the counsel from our health departments and national experts, we are keeping our principles for quarantines. The following guidelines to quarantine are in place after one of the following scenarios occur:

- Air travel or cruises
- Travel in a specific area such as building, hospital, place of worship, college campus, etc. with a confirmed case of COVID-19
- Interaction with a known confirmed case of COVID-19

To make sure with are consistent in following our principles, all quarantining of staff will be reviewed and decided by Joan Wetzel, VP or Human Resources.

Child care

We have found a number of child care options now that Ohio and Kentucky schools are closed. If you have exhausted your personal network to secure alternative child care, please reach out to



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Joan Wetzel for resources and support. Joan can be reached at 513.703.5512 or jwetzel@erslife.org

Staff check-ins

Effective today, our staff are being checked at Deupree House and Marjorie Lee by our staff's college students. We are doing this because we recognize that our staff need to be with our residents to provide support and care. If you have a college student that is in town and can assist with staff check-ins, please email me their name and email.

Prayer for a pandemic

I offer this beautiful prayer that Michelle Cole, Deupree House Service Coordinator, shared with me. I find it very comforting during this difficult time.

May we who are merely inconvenienced
Remember those whose lives are at stake.

May we who have no risk factors
Remember those most vulnerable.

May we who have the luxury of working from home
Remember those who must choose between
preserving their health or making their rent.

May we who have the flexibility to care for our
children when their schools close
Remember those who have no options.

May we who have to cancel our trips
Remember those that have no place to go.

May we who are losing our margin money in the
tumult of the economic market
Remember those who have no margin at all.

May we who settle in for a quarantine at home
Remember those who have no home.

During this time when we cannot physically wrap
our arms around each other,

Let us yet find ways to be the loving embrace of
God to our neighbors. Amen.

--Author Unknown

And again, thank you for all that you are doing to serve our residents. Please let me know if there is anything I can do to assist you!

Sincerely,

Laura Lamb
President and CEO