



April 4, 2020

Dear Employees of Mather Place,

We wanted to update you that we learned on April 1 that a second employee of Mather Place has a confirmed case of the Coronavirus disease (COVID-19). The employee is recovering at home. Although we cannot provide specific information about either of these employees, we assure you that we are in frequent touch with them and are providing support. We know you understand we cannot provide specific information about them.

It is our understanding that Cook County Health Department or Illinois Department of Public Health (IDPH) will conduct trace mapping and will contact anyone who is thought to have had close contact with positive cases.

We ask all of you to continue to practice the protocols and measures we have put in place to protect you, our other employees and our residents. These measures include **all** employees and caregivers:

- Practicing good hand-washing techniques; using sanitizer when hand-washing is not possible
- Wearing masks while at work
- Being health-screened twice per 8-hour shift, including a temperature check
- Using a special, highly effective sanitizing spray gun in our Culinary operations high touch areas, public areas and common spaces, on incoming packages, and more
- Practicing social/physical distancing (at least 6 feet from another person)
- Delivering meals and packages to residents by putting them on a chair outside residents' apartments
- Wearing Personal Protective Equipment (PPE) including a gown/coat (disposable), gloves, and face shield or goggles if needed to enter a resident's apartment home

We encourage you to protect yourself, your family members, and others with whom you may have contact **both at work and at home lives** by practicing “physical distancing” (no closer than 6 feet away for no more than 10 minutes) and good hand hygiene by washing your hands frequently for 20 or more seconds.

Please stay home if you are not feeling well. The current protocol from the CDC is to self-monitor for symptoms and not be tested for COVID-19 unless advised by a physician. If you experience any symptoms including:

- a loss of taste or smell
- fever
- cough or shortness of breath
- symptoms of a cold or the flu

- nausea, vomiting, or diarrhea

Please immediately reach out to your physician and notify your manager or your Human Resources representative of your condition.

Please know we care about you and are here to support you. We will keep you informed of updates through email and at www.matherplacewilmette.com/team. If you have any questions, please reach out to any of the following task force members: Dave Murlette at dmurlette@mather.com, Michelle Madda at mmadda@mather.com, or Mary Sullivan at msullivan@mather.com.

Thank you and please stay well.



Mary Leary
President and CEO



Mary Sullivan
SVP, Human Resources