



## MEMORANDUM

**TO:** All Staff  
**FROM:** Beth Wolfe, RN CM/DN  
**CC:** Mr. Terry Long CEO, Dawn Tierney, Casey Roberts  
**DATE:** 4/7/2020  
**RE:** COVID-19 Update: Use of Cloth Face Covering

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Your health and safety is very important to us and will continue to be our priority. Therefore, in accordance with the recommendations of the CDC we will be providing you with a face covering to wear as a recommended preventative measure. Effective 4/8/20, all direct care staff are asked to wear a face covering from arrival through completion of your shift. You will receive the face covering in a Ziploc bag with care instructions, please put your initials on the bag. **This face covering** should be worn only while at work. If you have any questions or concerns please feel free to reach out to your manager or delegating nurse.



How to Wear a Cloth Face Covering:  
Cloth face coverings should-

- fit snugly but comfortably against the side of the face
- cover mouth and nose
- be secured with ties or ear loops
- allow for breathing without restriction
- be able to be laundered and machine dried

Thank you,

Beth Wolfe, RN CM/DN