

COVID-19: Hammer's Preparedness

3.16.2020

*NOTE: This email communication went to guardians only.
Please feel free to send this on to family members or other concerned individuals.*

Dear Hammer Families,

COVID-19 is no longer a 'what-if' scenario, it is here, and it is very real.

Last weeks confirmed cases numbers and state-wide closures have shown that. As a provider for your loved one, effective, informative and concrete communication has always been our #1 goal. That style of communication is not always soft, fuzzy or warm. With that being said, below you will read steps Hammer has taken recently to best prepare ourselves for protection of this virus.

Individuals:

- As of Thursday, ALL non-essential medical appointments have been postponed for 60-days. Managers started making these arrangements as soon as I sent the email out.
- All Hammer related community activities have been cancelled.
- Non-essential outings are being rescheduled.
- Starting today ALL Hammer individuals will have their temperature checked twice daily.
- All visitors are being restricted, only essential visitors in the homes, if you want to see your loved one, please come and pick them up, we will bring your loved out to you in your vehicle.
- Strongly encouraging daily walking around neighborhood to increase exercise.
- A video is being sent out today of an individual explaining what individuals can do to prevent COVID-19 spread and how to properly wash hands.

Staff/Homes:

- Have been assigned a mandatory COVID-19 online training. This training breaks down Hammer's Emergency Preparedness Plan.
- Extra cases of gloves have been purchased.
- 300 bars of soap are on order for each house.
- Clorox disinfecting wipes have been dispensed to/are being dispensed to all the programs.

Day Programs:

- Day Programs are beginning to close.
- We are making staffing plans for all the individuals being served at home.

Hammer Residence (as a whole):

- All conferences, events and other gatherings with more than 50 people, we are not sending staff.
- All annual meetings for the next 60-days will be **postponed**. Essential paperwork and signatures will be via fax.
- Hammer Central Office and Homes and Staff Apartments will be closed off to all non-essential visitors.
- Grocery shopping will be done online with delivery or utilizing the stores pick-up method.
- All people who enter a Hammer home or office will have their temperature taken (staff and critical outside vendors only allowed in Central Office).
 1. Sign a visitor's log
 2. Take temp. If above 99.6F (we can discuss number as there is a margin for error) you will be asked to leave. Must get COVID-19 tested. You'll contact HR, next steps will be determined.
 3. If temp is okay, you will IMMEDIATELY wash hands using proper procedures.
 4. These steps mentioned above come from information from the CDC and Minnesota Department of Health.

By taking these steps our goal is to limit exposure, and decrease COVID-19 transmission.

If you have questions or concerns, please do not hesitate to contact one of us. Thank you.

Brandon Eddy - Director of Nursing
952-277-2425

beddy@hammer.org

Sue Walker - Chief Program Officer
952-277-2444

sue@hammer.org

John Estrem - Chief Executive Office
952-277-2422

john@hammer.org