

March 12, 2020



Dear Team MJ,

We open this letter by first thanking you for the courage and strength you have shown during what is now known as the COVID-19 pandemic. Over the course of these past couple of weeks, we have watched our team, all of you, as you have come together to lead the way. We cannot properly convey how proud we truly are.

The situation at hand remains extremely fluid. Each day brings with it more information to sift through. We give our best effort to convey all necessary information to each of the communities as quickly as possible. We want to be sure you have the latest information and resources at your fingertips. You may have noticed we also share updates on our MJ Senior Housing, LLC Facebook page.

Our MJ Communicable Disease Task Force is meeting weekly until further notice. We also always have a running communication thread with this task force to share the most up to date information as it's released. The information we are receiving at this time indicates the next few months will require hypervigilance from each one of us to keep us, and those in our care, safe and sound.

Though the situation is fluid, our Task Force has determined to implement further precautionary measures as this time. Some of these measures have been in place since the end of February. Some of them are new. To be sure you have all the updated information, we've included everything here in one place. Please note those measures as listed below:

All MJ Senior Housing Communities are now under "Limited Entry". What is "Limited"?

- **Necessary and Essential Staff** - to include outside services such as physical therapy, hospice, home health, etc.
- **Immediate Family Members Only** - spouse and adult children. If a resident does not have family but has a close friend who routinely visits, we would make the exception in this case for the close friend to visit.

Residents and Family members have received a letter informing them of the new measures we are asking them to follow when visiting. For your information, we've included that letter for you to review. Please read it to be informed.

All Necessary Team Members should report as scheduled. When you arrive at work, the following protocol should be followed:

- **Wash Your Hands:** We will have a sanitizing station for you to use as soon as you come through the entrance. Please use the alcohol-based sanitizer OR wash your hands thoroughly before you make your way to your department. Wash before, during, and after shift, multiple times. Wash like a surgeon preparing for surgery!
- **Take your Temperature:** You've already been doing this and logging it on the symptoms report log. We will continue this process until further notice. Please hold each other accountable to this and do not be offended if a co-worker gently reminds you.

Sick Leave:

- Please DO NOT come to work if you have a fever or symptoms of upper respiratory infection.
- If you have a fever or upper respiratory symptoms and are unable to work, you will likely be paid during this time! Please visit with your Executive Director for more information. It will be tracked within your PTO but not count against any current PTO levels. If you are out of PTO, it will show hours used as "negative" on your paystub.

International Travel:

- We would further request you DO NOT ENTER our community for a full 14 days and monitor your symptoms during those 14 days if you have traveled outside of the United States in the last 30 days.

Domestic Travel:

- If you have traveled domestically, we MAY ask that you do not enter our community for a full 14 days and request that you self-quarantine and monitor symptoms during that time.
- BEFORE returning to work after travel, you must inform your Department Leader where you have traveled so we can investigate possible exposure in that area. We will go through our screening process involving MJ before you are allowed back in the community.

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We're all about **YOU!**



Exposure to COVID-19:

- If you have unknowingly been exposed to COVID-19 and later discover the exposure, we ask that you notify your Department Leader immediately upon discovery.
- Your Department Leader, along with your Executive Director will contact MJ immediately for the screening process. If the exposure is determined to pose a risk to our team and residents, we will ask you to not enter the community for a full 14 days. In the event of possible exposure, we will pay you for any regularly scheduled hours during those 14 days.

How You Can Help:

Many team members have asked “How can I help?” during this time. More than good old-fashioned infection control measures, we would encourage you to limit your exposure, thereby limiting the exposure to your teammates and your residents. Avoid public places as much as possible right now. Restaurants, gyms, large events, or large group settings...those are all hotbeds for the virus. Order take out instead. Workout at home. Shop online. “Social Distancing” is the phrase we are hearing most right now.

MJ Team Members are STRONGLY DISCOURAGED from attending large group settings where the risk of COVID-19 exposure increases dramatically. As we type this, we received the following notifications: the Blake Shelton concert scheduled for this evening has been postponed, the NCAA men’s and women’s basketball tournaments have been cancelled, and NCAA cancels the 2020 College World Series. Speaking of a fluid situation...this event information seems to be resolving on its own. However, we still issue the below statement:

- **Should you choose to attend a large event, we may request certain restrictions before you return to work. Should those restrictions involve time away from work and loss of work hours, we will NOT be paying you for this time. There are times when we have to weigh the risk of our decisions.**
- Please know we DO want you to have fun and enjoy life. We are simply asking that you be thoughtful of the people for whom you have been called to provide care. They are depending upon you. This moment is important. These are rare times requiring rare measures.

Just this week the American Health Care Association released “Guidance” protocol based upon the information they received from The Centers for Medicare and Medicaid Services (CMS). We are pleased to inform you we were ahead of the curve and had put in place at the end of February all measures they are recommending be put in place now. This is uncharted territory for all of us. Team, we are thankful for you. Together, we will lead the way.

Final thoughts. We often refer to John C. Maxwell. We read his books to guide our way as we lead each day. We want to share this excerpt from his book “Developing the Leader Within You 2.0”:

Good is Always the Enemy of Best

Most people can prioritize between the good and the bad or between right and wrong. The real challenge arises when they are faced with two good choices. Which should they choose?

An excellent illustration of this can be found in a parable of a lighthouse keeper who worked on a rocky stretch of coastline before the days of electricity. Once a month he received a supply of oil to keep the light burning.

Not being far from town, he often had visitors. One night an old woman from the village begged for some oil to keep her family warm. He had pity on her and gave her oil. Another time a father asked for some oil for his lamp so that he could search for his missing son. Another needed some oil to keep machinery going so that he and his employees could keep working. Each request was good, and each time, the lighthouse keeper gave them oil for their worthy cause.

Toward the end of the month, he noticed the supply of oil was very low. By the last night of the month, it was gone, and the beacon went out. That night in a storm, a shipwrecked on the rocks and lives were lost.

When the authorities investigated, the man was very repentant. But there was only one reply: “You were given oil for one purpose – to keep that light burning!”

As you become more successful and busier, you must learn to navigate the choice between two good things. You can’t always have both. How do you choose? Remember that the good must sometimes be sacrificed for the best.

Team, our hearts are overwhelmed with the love and respect we have for you. You mean the world to us. You mean the world to our residents. You mean the world to their families. They need us now. We must promise them we will KEEP. THAT. LIGHT. BURNING!

God bless your hearts, your hands, and your feet for the very important work you commit to each and every day. WE ARE MJDNA!

Sincerely,

The MJ Senior Housing Team

Jason Lange – MaryLynne Bolden – Linda Dexter – David Schmidt – Tracey Curry