



To: All Valley Senior Living Staff

From: Garth Rydland, President/CEO

Date: August 10, 2020

Re: Mass Staff Testing Event

We have revised the **“When to call the Staff Illness COVID-19 number?”** form.

We need you to call the COVID-19 Staff Illness number at 701-741-9646 about ANY symptom that you may have: cough, runny nose/congestion, sore throat, muscle aches, headache, fatigue, shortness of breath/difficulty breathing, chills, loss of taste and/or smell, vomiting, or diarrhea. **Let us make the decision for you whether you will work or not.** You get paid 100% of your wages either way. Lately the virus has presented as something that is similar to seasonal allergies. In this pandemic, call the COVID-19 line regardless whenever you feel your seasonal allergies are flaring up.

A reminder to everyone: **If a member of your household or close contact (example: friends who you regularly see) is being tested for symptoms or exposure to a positive, you must call the COVID-19 immediately and do not report to work.** You do not ever report to work under these circumstances.

Carefully read and sign the COVID-19 Safety Code of Conduct. Changes or items to reinforce are bolded and highlighted. Also attached is a policy making COVID-19 testing a formal part of your job responsibilities.

Attached to this memo is the following: When to Call the Staff Illness COVID Number, COVID-19 Safety Code of Conduct, Personnel Policy regarding COVID-19 Testing, Healthcare Worker Account of Exposure