



## **Coronavirus Contingency Plan: Employee Quarantine Checklist**

We are all hoping that a campus quarantine can be avoided. However, because we provide health care services to the elderly, we are counting on you to be prepared for a potential quarantine.

Here is a quick checklist of items we recommend that you keep close at hand while you are at work over the next few weeks in the event of a sudden campus lockdown.

### **NECESSARY PERSONAL ITEMS**

- Cell phone charger
- Batteries for equipment you regularly use (hearing aids, etc.)
- Clothing and personal items for at least 3 days (This time estimate in no way should suggest that a lockdown will only last for 3 days.)
  - Laundry facilities will be available, but you will need to bring detergent.

### **FOOD & DRINK**

We will have meals available to you, but they will not be the Carolina Village meals that you are used to. Please plan to have some food items on hand for yourself.

- Non-perishable food/snack items (For example: Dried fruit, nuts, crackers, granola bars, canned items, drink mix packets, etc.)

### **HYGIENE**

- Items for showering, including soap, shampoo, towels, washcloths, etc.
- Toothbrush & toothpaste
- Deodorant
- Feminine care products
- Laundry detergent

### **MEDICAL**

- Adequate supply of any daily or prescription medications you take
- Over-the-counter pain relievers, antihistamines, etc.

### **CHILD CARE**

Make plans now for child care in the event of a quarantine. Carolina Village will provide off-site daycare to employees who require child care. However, now is the time to discuss with family and friends their ability to care for your children in the event of an emergency. Make sure that your child care provider has access to items they may need, such as bottles, formula, baby food, diapers, etc.



### **PETS**

Make plans now for pet care in the event of a quarantine. Have discussions now with family, friends, and neighbors to determine contingency plans for your pets, if you are their sole care provider.

### **OTHER ACTION ITEMS**

- Make sure that we have your cell phone number for text updates and email address for email updates. Give your number and/or email address to Wendy Smith, Director of Strategic Communications, at 233-0616 or [wsmith@carolinavillage.com](mailto:wsmith@carolinavillage.com).
- We will post updates on our website, at [www.carolinavillage.com/news/coronavirus-preparedness](http://www.carolinavillage.com/news/coronavirus-preparedness) as they become available.

Thank you!