



June 10, 2020

Dear Still Waters family:

We are looking forward to welcoming guests back to Still Waters Adult Day Center later this month. In preparation for re-opening our centers on June 22, we have developed a set of guidelines that are designed to help you and your loved one transition back to our centers.

These policies and procedures are designed to ensure the health and safety of all guests, staff, and family caregivers. We have consulted the Indiana Family and Social Services Administration, the Center for Disease Control, Marion County Health Department, and our parent organization, Castleton UMC. As you might expect, the information we receive from different sources is not always consistent, and has evolved as more is learned about COVID-19. With that in mind, please understand that there may be changes to our policies as time goes on. We will keep you informed.

We ask you to read through the attached document, **Still Waters Adult Day Center COVID-19 Reopen Guidelines**, paying particular attention to the **Overview and General Information, Guest Drop-Off, and Pick-Up Procedures** sections. These areas will have a direct impact on your normal routines. Staff will be contacting each of you to answer your questions as well as to determine your loved one's plans for returning to Still Waters. You will also need to sign and return the last page of the **Guidelines** showing that you have received this information. By signing, you attest to your receipt, understanding, and agreement to abide by these new policies and procedures. We must receive the signed form in order for your loved one to attend. Copies of the Guidelines will be mailed to you per your request.

This will be the last week for home-delivered meals. In-home Attendant Care will be discontinued after June 16. The remainder of next week will be devoted to staff training and center preparations for re-opening on June 22. Thank you so much for your support and loyalty to Still Waters during this very difficult time! We look forward to greeting you at one of our centers very soon.

Feel free to email me with any questions or concerns.

Kathy Pellman, Director