

SAINT ANNE'S TERRACE
MEMO

TO: Residents/Families
FROM: Terri Monroe
Date: November 23, 2020
Subject: Contract Tracing

Several of our housekeeping staff are unable to return to work until they have received a negative COVID test. In order, to be as safe as possible our holiday cleaning schedule has changed this week.

- **Monday, November 23rd – 1st & 2nd Floors**
- **Tuesday, November 24th – 3rd & 5th Floors**
- **Wednesday, November 25th – 4th Floor**
- We will only be **exchanging** linen and picking up trash. The staff that is here this week **will not be entering** your apartment.
- All essential work orders for maintenance will be completed but nonessential work orders will be suspended until November 30th.
- We hope to be back to our regular cleaning schedule on Monday, November 30th.
- In the meantime, if you need your linen supplies refreshed call the front desk and let us know.

If, no one else tests positive for COVID during the next 10 days we will be able to open visitation from 9:00 a.m. to 1:00 p.m. on Tuesday, Dec 1st.

Thank you for your patience during this time.

Terri Monroe