



**Armed Forces Retirement Home
Chief Operating Officer
3700 North Capitol Street, N.W.
Washington, DC 20011**

August 25, 2021

MEMORANDUM FOR AFRH STAFF AND CONTRACTORS

SUBJECT: Update on Campus Operations and Quarantine Requirements

After a period with no covid cases, in recent weeks both AFRH campuses have seen new cases similar to what is occurring across the country. The new cases have affected residents and staff, vaccinated and unvaccinated alike. Fortunately the vaccinated cases have been mild or asymptomatic as expected, and we hope that continues. We are watching closely the developments related to new variants of the virus, waning vaccine immunity, and the likelihood of third booster shots in the coming weeks or months.

Temptation for a “return to normal” is strong, and though AFRH residents and staff have worked mightily to keep covid out of our communities, we are still affected by the world around us and expect the trend of new cases to continue as the summer travel season ends and schools return to session. This will certainly impact our operations as staff will need to take leave to care for themselves and their families.

Much has changed and will continue to change as we adapt to this constantly evolving pandemic. We received requests from staff at both campuses for tools to help understand the current situation surrounding quarantine periods, operations and services. Attached to this memo are:

- A process flowchart for staff quarantine requirements. Due to the sudden increase in cases, we are temporarily restoring the 14-day quarantine requirement regardless of vaccination status. We anticipate returning to graduated quarantine periods about two weeks after booster shots are administered and will provide an updated flowchart once that happens. For employees who must quarantine, emergency leave may be available through the recently passed American Rescue Plan Act, but is limited by available funds. Human Resources staff can help you apply for this leave if available.
- A services and operations table showing current status and requirements for various activities and services for both residents and staff. This will change and vary by campus as conditions evolve.

This is a good opportunity to remind everyone to be diligent about wearing masks, sanitizing hands, and social distancing. If you or someone you are in contact with is sick, please do not come to campus--contact your supervisor or the Wellness Center for guidance. If you want to get vaccinated or simply want more information, the Wellness Center is happy to help you. And if you are feeling stressed or overwhelmed, you are not alone and there are lots of options: talk to your supervisor, visit the Wellness Center or our chaplains or social workers, contact Human

Resources, or take advantage of AFRH's external and confidential Employee Assistance Program. The EAP can be reached at www.FOH4You.com, or (800) 222-0364.

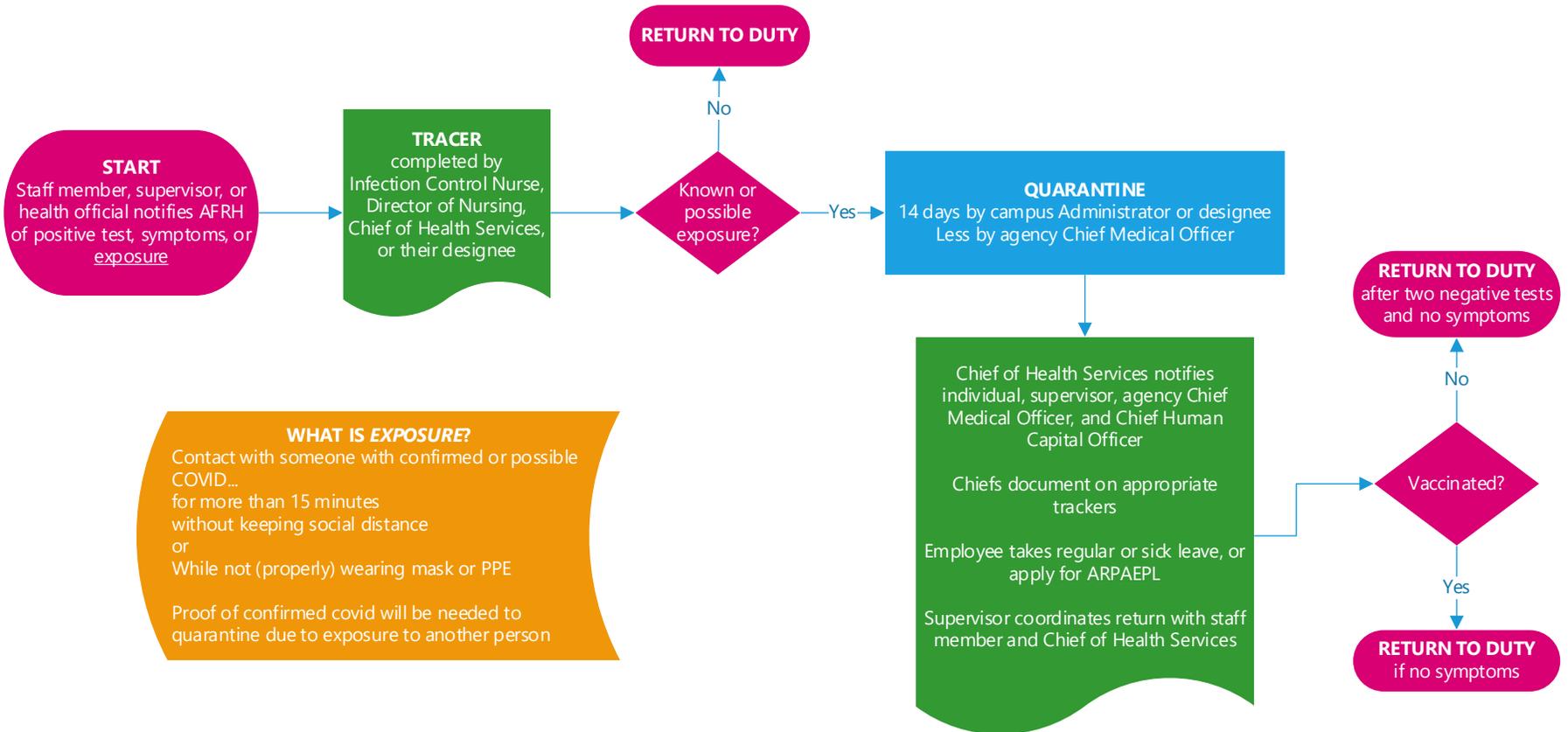
We are truly fortunate to have such a dedicated team, committed to each other and our mission to care for our enlisted veteran residents. Thank you for all that you do, and please continue to look out for each other and bring your best effort and spirit to work each day.

A handwritten signature in black ink, appearing to read "James M. Branham". The signature is fluid and cursive, with a large initial "J" and a long, sweeping tail.

JAMES M. BRANHAM
Chief Operating Officer

Process for Heightened Staff Quarantine Requirements

Effective August 24, 2021 until further notice
 (anticipated two weeks after third dose campus-wide vaccination)



ARPAEPL (American Rescue Plan Act COVID-19 Emergency Paid Leave) is subject to available funding



Covid-19 Operations and Services

Updated August 25, 2021

	Residents	Staff
General Prevention		
Masks	Required by all	Required by all
Hand washing/sanitizing	Frequent	Frequent
Temperature checks	On request	Daily start-of-work
Social distancing	Required by all	Required by all
Gatherings	Less than 10, larger as permitted by campus Administrator	Less than 10, larger as permitted by campus Administrator
Services		
Wellness Center	Open	n/a
Dental Clinic	Open	n/a
Therapy Clinics	Open	n/a
Chapel	Open, limited gathering	Open, limited gathering
Community center, theater	Open, limited gathering	Open, limited gathering
Barber/beauty shop	Open	Open
Maintenance, housekeeping	Open	Open
Amenities		
Dining, bar/lounge	Open, distanced	Carryout only
Fitness, pool, bowling	Open	Open
Hobby shops, studios	Open	n/a
Library, computer labs	Open	Open
Activity rooms (cards, games)	Open	n/a
Visitation		
Internal visitors	As permitted by campus Administrator (vaccination required)	As permitted by campus Administrator (vaccination required)
External visitors	As permitted by campus Administrator (vaccination required)	As permitted by campus Administrator (vaccination required)
Volunteers	As permitted by campus Administrator (vaccination required)	As permitted by campus Administrator (vaccination required)
Admissions and Hiring		
Tours	As permitted by campus Administrator (vaccination required)	As permitted by campus Administrator (vaccination required)
Exams/interviews	VTC/telecon, in-person as permitted by campus Administrator (vaccination required)	VTC/telecon, in-person as permitted by campus Administrator (vaccination required)
Onboarding	Open	Open

