

Remote Work Email Template to Facility Staff:



Hello-

In order to minimize risk related to COVID 19 to your facility, residents and myself I have been requested to provide remote coverage by _(corporation, administrator name)_____ beginning _(DATE)___.

My goal during this challenging time remains to coordinate with your facility to provide the best nutrition care for your residents. As part of this I would like to establish a communication plan to ensure the needs of your facility and residents continues to be met.

I would like to recommend the following communication plan:

- _____(Facility member)___ will be my point person in the facility to assist with communicating nutrition concerns and assisting me with obtaining necessary resident information.
- I will participate in the facility risk meeting every _____(Day, Time)_____ by calling into _____(phone number)_____.
- Daily Consultant Reports and Nutrition Recommendations will be provided to _____(List staff members) each day to via ____(fax, email)_____.
- I will be available for consultation with residents, staff, ST, physicians and nurse practitioners weekdays between 8am and 5pm at _____(contact number or via Skype, Face Time)_____.

If at any time you are unable to reach me and need immediate assistance, please contact Dietary Solutions at (614)-985-6567.

Thank you for working with me as we navigate these challenges together.

_____(Your Name)_____

Completed Example:



Hello-

In order to minimize risk related to COVID 19 to your facility, residents and myself I have been requested to provide remote coverage by CHS Corporate Staff beginning Wednesday March 25, 2020.

My goal during this challenging time remains to coordinate with your facility to provide the best nutrition care for your residents. As part of this I would like to establish a communication plan to ensure the needs of your facility and residents continues to be met.

I would like to recommend the following communication plan:

- Peggy CDM will be my point person in the facility to assist with communicating nutrition concerns and assisting me with obtaining necessary resident information.
- I will participate in the facility risk meeting every Thursday at 2 pm by calling into 614-985-6567.
- Daily Consultant Reports and Nutrition Recommendations will be provided to Peggy CDM, Jim DON, Sue Administrator each day to via email.
- I will be available for consultation with residents, staff, ST, physicians and nurse practitioners weekdays between 8am and 5pm at 614-985-6567.

If at any time you are unable to reach me and need immediate assistance please contact Dietary Solutions at (614)-985-6567.

Thank you for working with me as we navigate these challenges together.

The Best Nutrition Clinician