**Draft Letter to Residents and Care Partners (on facility letterhead)**

DATE

Dear (Resident and/or Care Partner),

During the COVID pandemic, we are working hard to ensure your safety. To reduce the potential for exposure to this disease, the clinical team is reviewing the way we currently provide medications across the facility. For some people, we may be able to change the times at which medications are administered. For others, we may reduce the number of medications when it is safe to do so. Residents may have their pulse or blood pressure checked less frequently when appropriate. We are carefully making individual decisions about each person with guidance from our full team.

Recently, our clinical team including nurses, pharmacists, and your primary care clinician reviewed your medical conditions and medications. We may be able to simplify your medications to reduce the risk of COVID-19 exposure, lessen side effects, and improve your overall health.

As we consider possible medication changes, we value each resident’s input about their own care. Our goal is to focus on what matters to YOU, and to work together to achieve those goals. Your care team plans to discuss possible medication changes with you (and if you would like, with your family member or care partner). We believe that this opportunity will improve safety, quality of care, and quality of life for you and other residents in our community.

If you would like to speak with the medical director or director of nursing about this directly, please contact (names here with emails and telephone numbers).

Thank you for being a critical member of our team. We value your input and ideas.

Sincerely,

CMO

CNO

PharmD

Administrator