



December 21, 2022

Good afternoon Team Cedar Community!

In anticipation of the upcoming weather event I wanted to offer an extra measure of encouragement and thanks for those of you scheduled for shifts in the coming days. As you have seen and/or heard, snow, high winds, and frigid temps are in the forecast. And while travel may be slow and treacherous, **we still need you.**

It is our honor to care for and support the friends and neighbors who call Cedar Community home. For many of them, **their lives literally depend on us.** Best in class care and services do not take a holiday. Or a snow day. **To that end, if you are scheduled to work in the coming days, we expect you to make every effort to safely travel to campus to support our residents and your co-workers.** Travel may be slow, but if you can safely get here, we plan to see you unless you have previously approved PTO. All of you. No matter your department. If extreme circumstances do not allow you to make it to campus, you should contact your immediate supervisor prior to your shift.

WHAT YOU NEED TO KNOW:

- **Cedar Community will be providing free meals to team members Friday, December 23.**
 - CLHRC team members will be served in the team dining room between the hours of 10 a.m. and 6:30 p.m. Heat and eat options and beverages will be available in the Courtyard Kitchen after 6:30 p.m.
 - CBW and Cottages team members are welcome to eat off the line after residents have been served
 - CB Elkhart Lake team members are welcome to eat off the line after residents have been served
 - Cedar Ridge team members will find grab and go meals in the refrigerator located in Erika Wolnik's office
 - If you have any questions re: the above, please direct them to Jerry Chmielewski

- For those staying on campus for any duration of the weather event, **sleeping accommodations will be available at each of the campuses** (*you may want to bring a pillow if you think you may be staying...*)
 - CLHRC will have rooms available on the Lakeside neighborhood – contact Kelli De Ruyter for more details, availability, and to advise her if you plan to stay.
 - Cottages will have rooms – contact Lindsay Sauer for more details and availability
 - CBW will have rooms available – contact Jess Mohr for more details and availability
 - Cedar Ridge will have guest rooms available – contact Holli Thierer for more details and availability
 - Contact Katelynn Hechel for Elkhart Lake availability

- The CLHRC Deli and the Cedar Ridge Bistro will also be open and stocked with grab and go items for purchase

- **PHONE OR INTERNET OUTAGE:** In the event of phone/internet outages, please see below for emergency phone lines
 - **CLHRC**
 - Crossings A – 262-306-4234 (nurses' station)
 - Lakeside– 262-334-3180 (nurses' station)
 - Crossings B-262-306-2154 (nurses' station)
 - Fax machine (located in the admissions office) 262-334-1914
 - **CEDAR RIDGE**
 - 262-338-9555 (front reception)
 - **COTTAGES**
 - 262-306-7908 (NH 1 med room)
 - **CEDAR BAY WEST**
 - 262-306-2131 (front reception)
 - **CEDAR BAY EAST**
 - 262-306-2146
 - **ELKHART LAKE**
 - 262-305-9743 (on call cell)

If you have any questions or concerns, please do not hesitate to contact me, your supervisor, or any member of the executive team.

Thank you for your continued commitment to our residents and one another! Take care and take courage!

Sarah J Malchow
Chief Administrative Officer