DATE

Dear [SITE NAME] Resident/Tenant Families,

­­­­In response to the heat wave impacting our region, we have put several measures in place as part of our emergency preparedness plan to ensure the health and safety of our residents/tenants.

[SITE NAME] has developed a comprehensive heat plan to guide us in planning, preparing and responding to summer heat events. As such, we are implementing various heat reduction strategies to ensure continued resident/tenant and staff health and well-being. This includes taking daily room temperatures throughout the care home to ensure that the temperature within the home is within normal limits and to identify if additional action is required.

To protect our residents/tenants, we are proactively monitoring them for signs of heat-related illness in the following ways:

* Increasing hydration for residents;
* Closing blinds, curtains and windows as appropriate;
* Modifying recreational activities and menus
* Encouraging the use of appropriate clothing

If, during a visit or phone call, you notice any signs/symptoms of heat-related illness (please see attached poster) please inform [NAME] at [NUMBER].

Sincerely,

Name

Title

(Attachment Extreme Heat Poster)