DATE

Dear [SITE NAME] Resident/Tenant and Families,

­­­­In response to the forecasted winter weather that will impact our region, we have put several measures in place as part of our emergency preparedness plan to ensure the continued health and safety of our residents/tenants.

[SITE NAME] has developed a comprehensive plan to guide us in planning, preparing and responding to winter weather events.

This includes:

* Modifying recreational activities and menus to accommodate for the weather
* Encouraging the use of appropriate, weather-related clothing
* Increasing wellness checks

As winter storms can impact the roads in our community, we encourage all the families of our residents to check the local forecasts before coming to visit.

If, during a visit or phone call, you notice any signs/symptoms that concern you, please inform [NAME] at [NUMBER].

Please do not hesitate to reach out should you have any questions.

Sincerely,

Name

Title