**ALERT**

**Nursing Home and Adult Care Facility Administrators**

This is to advise all nursing homes and adult care facilities statewide that the NYS Department of Health is requiring the completion of HERDS survey no later than 6:30 p.m. tonight.

Moving forward the HERDS survey will need to be updated by 3 p.m. daily with no exceptions until further notice. Questions on the survey will include information to assess:

       Total Capacity

* Total In-house census
  + Number of residents with:
* Suspected COVID-19
* Confirmed COVID-19
* Number of residents who were tested for COVID-19 with negative results
* Number of residents:
  + On isolation while test pending
  + Quarantined
  + Hospitalized

Lastly, please ensure that all roles in the Communication Directory are up to date with working telephone numbers and email addresses.