Coronavirus Disease 2019 (COVID-19)

March 12, 2020

Vicdania Health Services Care Team Members,

In response to the public health threat of the COVID-19 virus, we have mobilized a response team that meets daily to review updates reported by the CDC, as well as state and local health departments across the country. Due to the rapidly changing situation, we are proactively taking steps to keep our team members and patients informed and protected from the spread of any illness. It is important to remember that we are still in flu season, which is also contagious and exhibits many similar symptoms to COVID-19.

As previously shared, it is critical that **all team members who have recently traveled or have plans to travel outside of the United States report this travel to Human Resources**. This includes travel on a cruise ship. We will review each scenario and take necessary precautions, which may include a 14-day self-quarantine.

As the spread of the COVID-19 virus is happening locally, it is also imperative that exposure and confirmed diagnosis of any team member is reported to the Highly Infectious Disease be reported immediately to your Direct Line Manager and to the Human Resources Department. **IF YOU BELIEVE YOU HAVE BEEN EXPOSED OR HAVE BEEN CONFIRMED TO BE INFECTED YOU SHOULD REPORT THIS TO YOUR DIRECT LINE MANAGER AND TO THE HUMAN RESOURCES DEPARTMENT.** Each scenario reported will be reviewed by our clinical and Human Resources teams. They will complete a risk assessment using the CDC guidance and make necessary decisions regarding the safeguards put into place.

To deter the spread of illness in our locations, we are asking **all team members who are exhibiting COVID-19 symptoms to remain home from your work location**. This includes fever, cough and shortness of breath. Please follow your normal call out procedures to report any absences.

As a reminder, the best way to prevent illness is to avoid being exposed to this virus. However, the CDC recommends everyday preventive actions to help stop the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
  - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers [cdc.gov] and people who are taking care of someone in close settings [cdc.gov] (at home or in a health care facility).
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

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- o If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

For information about handwashing, see CDC's Handwashing [cdc.gov] website.

For information specific to healthcare, see CDC's Hand Hygiene in Healthcare Settings. [cdc.gov]

These are everyday habits that can help prevent the spread of several viruses. CDC does have specific guidance for travelers [wwwnc.cdc.gov].

People who think they may have been exposed to COVID-19 should contact their healthcare provider: **PLEASE DO NOT COME TO THE OFFICE or GO TO** WORK.

Please take a moment to review up-to-date information on the CDC website [cdc.gov].

If you have any questions or concerns, please call 3027245954.

Thank you,

Caleb Barlatt
COO
Vicdania Health Services