

Dear Employees,

As you should be well aware, the spread of Coronavirus (COVID-19) has now reached the New York City region with a number of confirmed cases. As a health care provider and your employer, we want to inform you that management has been meeting regularly and reviewing all matters pertaining to the spread of the Coronavirus

We are providing the following guidance based on the information available by the CDC to our employees in light of the ongoing threat of coronavirus (COVID-19)

What is coronavirus?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first detected during an investigation into an outbreak in China.

What are the symptoms of coronavirus?

The 2019 novel coronavirus may cause mild to severe respiratory symptoms like:

- Fever
- Cough
- Shortness of breath

The symptoms may appear in as few as two days or as long as 14 days after exposure. Reported illnesses have ranged from people with little to no symptoms to people being severely ill and dying.

How can the Coronavirus spread?

Human coronaviruses spread just like the flu or a cold:

- Through the air by coughing or sneezing;
- Close personal contact, such as touching or shaking hands;
- Touching an object or surface with the virus on it;
- Occasionally, fecal contamination.
- The virus that causes COVID-19 is spreading from person-to-person. Someone who is actively sick with COVID-19 can spread the illness to others. That is why CDC recommends that these people be isolated in the hospital or at home depending on how sick they are until they are better and no longer pose a risk of infecting others.

What should staff do protect themselves?

- If you have a fever or upper respiratory infection, stay home.
- Always remember to:
  - Cover coughs or sneezes with your elbow. Do not use your hands!
  - Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
  - Clean surfaces frequently with disinfectant, including your desks, door knobs, phones, cell phones, keyboards, and other frequently touched items.

Travelers from countries with Level 3 Health Notice (widespread, ongoing transmission):

- China, Iran, Italy, South Korea
  - Stay home for 14 days from the time you left an area and practice social distancing.
- Take these steps to monitor your health and practice social distancing:

1. Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.
2. Stay home and avoid contact with others. Do not go to work or school for this 14-day period. Discuss your work situation with your employer before returning to work.
3. Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing.
4. Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
5. Keep your distance from others (about 6 feet or 2 meters).

This information has been gathered from the Center for Disease Control, NYS DOH and NYC DOH, we ask that you continue to stay alert to notification on the appropriate government agencies. The NYS DOH has a dedicated hotline at 888-364-3065.

CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

NYS DOH – <https://www.health.ny.gov/diseases/communicable/coronavirus/>

NYC DOH - <https://www1.nyc.gov/site/doh/index.page>

We ask that you notify your Director immediately, in the event you may be sick and or come to a contact with a person with confirmed (COVID-19). It is critical that we all work together to mitigate the risk to our patients and staff. As always, we thank you for your immediate attention to this matter and for your continuing cooperation.

Sincerely

Irina Manahim, RN, DPS