

MEMO

March 9, 2020

TO: All Employees

FROM: K. Kindle, HR Manager 

RE: **URGENT** - Guidelines for Employee Illnesses (and COVID-19)

The following guidelines were issued by the CDC:

1. Sick employees to stay home:

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). This includes working from home to care for a sick family member.
- Employees should notify their supervisor and stay home if they are sick.

2. Separate sick employees:

- Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately.
- Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

3. Protect yourself:

- Clean your hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- It is especially important to clean hands after going to the bathroom; before eating; and after coughing, sneezing or blowing your nose
- Avoid contact with sick people.

4. Perform routine and frequent environmental cleaning of your own work space:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, mouse, monitors, calculator, cell phones, countertops, and doorknobs, etc. Disinfectant wipes, Lysol spray has been provided for each department. Keep them handy and use them often.

5. Travel:

- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel.
- If you have travelled to China, Hong Kong, Iran, Italy, Japan, Singapore, South Korea, Taiwan or Thailand or been on a cruise ship in these areas or have had close contact with someone who recently traveled to and from these areas, stay home and monitor your health for 14 days and seek medical evaluation/guidance for fever, cough or respiratory symptoms. Close contact is defined as living with or being with a family member or friend for extended periods of time.

We will continue to closely monitor updates from the CDC (www.cdc.gov) and WHO (www.who.int) to ensure that we are taking every precaution to protect our employees.

Please be diligent in following the recommended guidelines.

If you have questions or concerns please call me at x245

Kathy