

March 11, 2020

To Our Employees:

We know some of you may be concerned about the spread of COVID-19 (the new coronavirus) being reported in the media and how it may impact us here at The Arc Madison Cortland. Ensuring our staff and the individuals we support are in a safe and healthy environment is our greatest concern. The Arc Madison Cortland has a team who is monitoring the situation daily and at this time, we don't have any cases in our facilities. Additionally, as of the date above there are no cases of confirmed coronavirus in Madison or Cortland Counties. [The Centers for Disease Control and Prevention \(CDC\)](#) have recommended a variety of steps that we are implementing to help reduce the potential for the virus to enter our building/s. However, we need your help in battling COVID-19. Below are some examples of how you can help protect yourselves and our residents, as well as prevent the spread throughout the community.

1. Sick employees should stay home. At this time, we are continuing to follow our previous influenza-like illness protocols (ILI). ILI is defined as fever (temperature of 100 degrees or greater) and one or more of the following symptoms: cough, sore throat and/or vomiting. All employees with ILI should be 24 hours fever free without the use of fever reducing medications (medicines that contains ibuprofen or acetaminophen) before returning to work. Additionally, if you have traveled internationally or had close contact with someone who recently traveled internationally and was ill AND you have: fever, cough, trouble breathing, rash vomiting or diarrhea please stay home. You should immediately contact your local health department for guidance.
2. Notify us if you develop respiratory symptoms while at work. These include: cough, fever, sore throat, and/or shortness of breath.
3. Practice proper hand washing hygiene. All employees should clean their hands before and after interaction with residents and their environment with an alcohol-based hand sanitizer that contains at least 60% 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.
4. Cover your mouth and nose with a tissue when coughing or sneezing. Please review the CDC's [information on coughing and sneezing and handwashing information](#).
5. Perform routine environmental cleaning. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. No special cleaning is necessary for COVID-19.

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Our facilities are following the recommendations of the CDC on using basic contact precautions to prevent the spread which includes using Personal Protective Equipment (PPE's) when interacting with residents who are sick as we always do. We also are staying up-to-date with the CDC recommendations as they are updated. In addition, we are in close contact with the local and state health department and are following their guidance. We are posting signs on our entryway doors to notify visitors of the symptoms of COVID-19 and request that they not enter the building if they are experiencing these symptoms.

We will notify you if any residents or staff are diagnosed with COVID-19. Should you have any questions, please feel free to contact:

Amy Hillenbrand, Director of Nursing Services

Email: Amy.Hillenbrand@arcofmc.org

Phone: 315-363-3389 ext. 4600

For additional information, please visit the [CDC's coronavirus disease information page](#).

Sincerely,

A handwritten signature in black ink, appearing to read "Perry J. Courto". The signature is fluid and cursive, with a long horizontal stroke at the end.

Perry J. Courto
Executive Director