

MEMO: Staff, Participants, Parents, Caregivers
FROM: Michael Maybee
DATE: March 13, 2020
RE: **COVID-19 (Coronavirus)**

As we continue to monitor and assess the evolving situation and guidance issued by NC Department of Health and Human Services (DHHS) and the Center for Disease Control (CDC), regarding the COVID-19 (Coronavirus) I want to keep you informed of the actions we are taking at WOI:

- Our management team continues to monitor and assess the situation daily.
- We have always sanitized door knobs and touch surfaces daily: we are now sanitizing **three times a day**.
- Due to our medical manufacturing, we have hand sanitizing stations throughout the building and are now encouraging even more frequent use of these sanitizing stations.
- Due to medical manufacturing, all flat manufacturing surfaces are wiped with alcohol four times a day.
- Visitors are being limited and screened regarding recent travel to high risks areas and current health.
- We have acquired proximity (no touch) thermometers for use with visitors, staff, and participants as needed.
- Any employee or participant, who is symptomatic- coughing, sneezing, with fever of **100.4** or higher will be asked to go home and not return until fever-free for 24 hours.
- We no longer allow hand-touch greetings and encourage other greetings with staff, participants, and visitors.
- We continue to encourage proper preventative actions with participants and staff.

Per the World Health Organization (WHO) and the CDC, the immediate risk of being exposed to COVID-19 is thought to be low for most people. They recommend that everyone protect themselves and others by taking the following everyday preventative actions you would take to prevent the spread of any respiratory illness, such as a cold or flu:

- Wash your hands often with soap and water for at least 20 seconds (Sing “Happy Birthday” twice).
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay at home when you are sick (coughing sneezing, fever of **100.4**).
- Cover your cough or sneeze with a tissue, then throw the tissue away (**Do not cough in your hand**).
- Clean and disinfect frequently touched objects and surfaces using regular household cleaning spray.

I have attached information sheets to this memo, from the CDC, regarding: **the facts of COVID-19, symptoms of COVID-19, and practices to stop the spread of germs.**

Much valuable and **accurate** information on COVID-19 is also available at **ncdhhs.gov/covid19**.
Due to inaccuracies, I highly recommend you avoid social media for information regarding this situation.

We will continue to keep you informed as this situation evolves.