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From: Dee Logan-Wade
Sent: Monday, March 2, 2020 5:26 PM
To: All PLCNTU Employees
Subject: Coronavirus Virus Preparedness Tips

Greetings Staff:

Below are excerpts from Philadelphia Insurance Company article and the District of Columbia Government email regarding the coronavirus. Please take a moment to read the information below and utilize the tips to help prevent the spread of germs.

The situation surrounding the coronavirus, officially titled COVID-19, continues to develop. The [World Health Organization](#) (WHO) and the [Center for Disease Control and Prevention](#) (CDC) regularly update their statistics as more is learned about the disease. While the CDC believes the current [risk to the American public is low](#), there are still steps that individuals, and organizations, can take to protect themselves.

Prevention is our priority at this time, especially during cold and flu season. Common coronaviruses can cause symptoms similar to a common cold, such as fever, cough, sore throat, and feeling unwell. The symptoms that are currently being seen with COVID-19 are fever and respiratory symptoms such as cough and shortness of breath. To help prevent the spread of germs, you should:

- 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.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces.
- Use an alcohol-based hand sanitizer with at least 60% alcohol, if you have symptoms of acute respiratory illness.
- Stay home from work or school until you are free of fever, signs of a fever, and any other symptoms for at least 24 hours and without the use of fever-reducing or other symptom-altering medications.
- Seek medical attention if you have reason to believe you have been exposed to coronavirus or influenza. Call your healthcare provider before visiting a healthcare facility.

Additionally, we recommend you and your household are prepared for the possible impact COVID-19 may have in our community:

- Have an adequate supply of nonprescription drugs and other health supplies on hand – pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Check on your regular prescription drugs to make sure you have an adequate supply, and refill your prescriptions as needed.
- Have a thermometer, tissues, soap, and hand sanitizer.
- Have extra non-perishable food items at home.

Find more information about COVID-19 at the [CDC](#), and the [U.S. Department of State](#).

Take Care,

Dee