



March 12, 2020

Dear **Anchor Health** Employee,

As you know, there is a growing number of cases of the new **coronavirus, COVID-19**, confirmed in New York State, the entire United States and around the world. If you have symptoms of the coronavirus, which include fever, a dry cough and shortness of breath, **DO NOT panic**.

Calmly contact your physician for advice or for a medical visit. He will examine you and prescribe a course of treatment. The vast majority of cases (80%) will be mild and people recover just like they do from a cold or flu-like illness. The remaining 20% of people with symptoms will need to be evaluated, and some may require hospitalization. The chances of serious symptoms go up exponentially with age.

We are closely monitoring the advice of the **Center for Disease Control, World Health Org., NYSDOH** and other agencies as this situation unfolds. We will be following the recommendations made by these agencies. As of today, the #1 recommendation is to limit exposing ourselves to unnecessary individuals. This means to come in contact with people ONLY if necessary. **With this in mind, the office will not be allowing employees without an appointment inside.** Please use FAX and EMAIL to send in documents whenever possible, instead of coming in in person. You should also try to limit contact with people and stay away from any large gatherings.

If you feel you have some of the coronavirus symptoms, and are scheduled to work **DO NOT GO TO WORK**. Please immediately notify our agency at (718) 537-2000. If you are calling after service hours, that is, after 5:00 PM or before 9:00 AM, please ask for the On Call person.

Please follow these Infection Control Measures Carefully:

- Upon entering a home, before leaving, and in between you must wash your hands frequently with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub sanitizer with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact (distance of 6 feet or less) with **everyone**.
- When coughing or sneezing, cover your mouth and nose with a tissue and dispose immediately in a trash can. Always wash your hands after coughing or sneezing.
- Clean and disinfect frequently touched surfaces daily.

If you have any questions, please call us at the Anchor Health phone number. We very much appreciate your understanding, cooperation and teamwork spirit in these challenging times. We are certain that all these measures will prove beneficial to the health of our personnel and patients.

Thank you.
Administration

www.anchorhc.org