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## MEMO

**To:** ESLC Staff  
**From:** Nancy Houseknecht, Employee Health Nurse  
**Date:** March 5, 2020  
**Subject:** COVID-19

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Information about the Coronavirus (COVID-19) continues to rapidly evolve. The purpose of this memo is to 1) inform you of actions ESLC is proactively taking to prepare for the occurrence of COVID-19, and 2) provide a timely reminder of Department of Health (DOH) recommendations to minimize the spread of all respiratory viruses, including influenza and COVID-19.

While the current risk to staff and residents is low, out of an abundance of caution, we are taking a number of steps to prepare for COVID-19, including working closely with the New York State DOH and the Centers for Disease Control (CDC) and our Infection Control Nurse, to monitor the emergence of COVID-19. As always, we are following all recommended infection control and monitoring guidelines.

To limit the spread of all respiratory illnesses, the DOH recommends the following actions:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. If you use a tissue, throw it in the trash.
- Routinely clean and disinfect frequently touched objects and surfaces.

ESLC will continue to monitor the COVID-19 situation very closely and will keep you informed as new details arise. We will continue to take all necessary actions and precautions to prevent the spread of respiratory viruses. Adherence to the above guidelines will continue to be extremely helpful in our efforts.

If you have questions or concerns, please contact me at x3532 or [nHouseknecht@EpiscopalSeniorLife.org](mailto:nHouseknecht@EpiscopalSeniorLife.org). Thank you.