MEMO

To: ESLC Staff
From: Nancy Houseknecht, Employee Health Nurse
Date: March 10, 2020
Subject: COVID-19 Update

As we continue to monitor information about the Coronavirus (COVID-19), we are asking for your help in controlling the possible spread. If you have traveled outside of the country within the past 14 days, please contact me immediately at (585) 546-8439 x3532. If you plan to travel internationally in the near future, please check in with me upon return.

The current risk to staff and residents still remains low. However, this is a good reminder of the following everyday preventative measures that can decrease the spread of this virus and other illness:

- 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 this situation very closely and will keep you informed as new details arise. Adherence to the above guidelines will continue to be extremely helpful in our efforts.

Thank you for your cooperation.