



Coronavirus/COVID-19

Employee Update: March 13, 2020

Thank you to all Covia team members. You continue to provide excellent care for all of our residents and program participants in the midst of ever-changing circumstances, for which we are proud and grateful.

As of this time, there are no confirmed cases of Coronavirus in our communities. Please continue to be vigilant as we do our utmost to contain any possible outbreak.

Here is what you can do:

- **Wash your hands.** This remains one of the best tools all of us can use to prevent the spread of disease. Spend at least 20 seconds – or sing “Row, row, row your boat” – washing vigorously with soap and water. Make sure to wash between the fingers and the backs of your hands as well as your palms.
- **Do not come to work if you are sick.** If you are not well, contact your supervisor and explain that you will not be reporting to work. In particular, do not come to work if you are coughing, have a fever, or experience shortness of breath. Some of our communities are already screening for elevated temperature. If your community is not already doing this, we encourage you to take your temperature before you travel to work.
- **Limit in-person meetings.** If you can, meet by Zoom or conference call. If you do meet in person, schedule rooms that are larger than usually necessary to allow more “social distance” between participants – at least 6 feet.
- **Avoid unnecessary business travel.** Do not travel to other communities or offices unless your in-person presence is a requirement for the task at hand. In accordance with state guidelines regarding public gatherings, please cancel plans to attend in-person conferences and workshops at least through March.
- **Plan for coverage and cross-train.** Talk with your manager about who might take your place in the event you cannot come to work. Talk with your manager about other ways you can help your department or your community, in case your location is short-staffed.
- **Follow the expectations and guidelines set at your local community or program.** Because we operate in different locations and circumstances, expectations and practices will vary. Always check with your local manager, HR Representative, Executive Director or Housing Administrator about any questions you may have regarding your specific circumstance.

Thank you again for all of your hard work and your cooperation.