

From: [Katy Barrett](#)
To: [Katy Barrett](#)
Subject: Coronavirus (COVID-19) Update
Date: Friday, March 6, 2020 4:00:01 PM
Importance: High

Dear SEEC Staff,

As of today, there are three confirmed cases of coronavirus in Montgomery County. While the individuals are reported to be quarantined and in good condition, we want to assure you that we are committed to the health and well-being of those we support and our staff.

The most important thing you can do to stop the spread of the virus is wash your hands! As the name suggests, the coronavirus is viral. The most common transmission is touching an item that has been infected by someone else, and then touching your mouth or eyes with an unwashed hand. It sounds so simple, and yet it's so critical to just wash your hands. CDC guidelines on hand washing are soap and water for 20 seconds.

From Maryland DDA:

State agencies continue to develop comprehensive and coordinated prevention and response plans for COVID-19. For up-to-date information and resources, including the latest on COVID-19 in Maryland, please visit health.maryland.gov/coronavirus.

The DDA wants you to protect yourselves and others by taking the following precautions:

- Wash your hands frequently with an alcohol-based hand sanitizer or soap & water.
- Cover your mouth and nose while coughing or sneezing.
- Avoid close contact with people who are sick.
- If you are sick, stay home from work or school.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good health habits.

If you have specific questions about COVID-19, please dial 2-1-1 to speak with an expert.

A reminder that if COVID-19 starts spreading in our community, anyone with a persistent cough or low grade fever needs to stay at home (or work from home). We ask that our employees use their best judgement and if you are sick, please take a sick day rather than coming to work. People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately and alert their supervisor.

Symptoms of the virus are often similar to the flu and may include runny nose, headache, cough, sore throat, fever, shortness of breath and/or upper respiratory tract illness. If you or the people supported by SEEC exhibit any of the signs and symptoms noted, please contact

your supervisor. Supervisors, please alert the nurses (at 202-725-2892 or 301-318-4367) if any staff members or people SEEC supports exhibit symptoms of the virus. As usual, for any emergencies please call 911.

For staff traveling internationally:

Anyone who travels or stop over to countries below (CDC recommendation)

- China ([Level 3 Travel Health Notice](#))
 - More information for [Travelers from China arriving in the United States](#)
- Iran ([Level 3 Travel Health Notice](#))
- Italy ([Level 3 Travel Health Notice](#))
- South Korea ([Level 3 Travel Health Notice](#))

Stay home for 14 days from the time you left an area with widespread, ongoing community spread (Level 3 Travel Health Notice countries) and practice social distancing (this means staying away from others).

Take these steps to monitor your health and practice social distancing:

1. Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.
2. Stay home and avoid contact with others. Do not go to work or school for this 14-day period. Discuss your work situation with your employer before returning to work.
3. Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing.
4. Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.

Keep your distance from others (about 6 feet or 2 meters).

We will continue to monitor communications from the Maryland and Montgomery County Departments of Health and will keep you informed.

Thank you.

Katy Barrett

Director, Communications & Development | SEEC

c. 240-705-3140

seeonline.org

Follow Us on Facebook [#LiveWorkThrive](#)

[Seeking Employment, Empowerment and Community for People with Developmental Disabilities](#)

Confidentiality Notice: This email message, including any attachments, is for the sole use of the intended recipient(s). The information contained in this message may be private and confidential, and may also be subject to the work product doctrine. Any unauthorized review, use, disclosure, or distribution is prohibited and should be

reported immediately to SEEC at 301.576.9000.