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To: [Katy Barrett](#)
Subject: Coronavirus Communications
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Dear SEEC Staff:

The Coronavirus (COVID-19) has now been found in the United States. Currently there are no confirmed cases of COVID-19 in Maryland. However, as a precaution, SEEC is starting to prepare for COVID-19. It is important that we protect our employees, the people we support and our business.

While much is unknown about how this virus spreads, the CDC recommends that everyday preventive actions, which many of you were trained on in universal precautions training and CPR training, will help prevent the spread of the virus including:

- Washing hands with soap and water for at least 20 seconds
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are sick
- Cover your cough or sneeze with a tissue and then throw away the tissue in the trash and wash your hands
- Clean and disinfect frequently touched objects and surfaces
- Cough into your arm and not your hands

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.

Keep yourself healthy by getting enough sleep, eating well and exercising.

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 up-to-date information and resources, including the latest on COVID-19 in Maryland, please visit health.maryland.gov/coronavirus.

Here are some great hand washing reminders. <https://www.galleonsupplies.co.uk/hand-hygiene-infographic/>

We will provide any additional information as it becomes available. We do have a plan in place and if it becomes necessary, we will put it in action.

Thank you.

Katy Barrett

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