



March 13, 2020

MEMORANDUM

To: Northeast Delta Human Services Authority Safety Officers

From: Andrew Danna, Regional Safety Coordinator

Re: Important Safety Notice about Coronavirus (COVID-19)

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" (COVID-19). At this time, no one knows how severe this situation will be. Given this uncertainty and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address several concerns. First and foremost, we want to maintain a safe workplace and encourage practices protecting the health of our employees and clients. We also want to ensure the continuity of business operations if this situation worsens.

We ask all employees to cooperate in taking steps to reduce the spread of illness in the workplace. Employees should be mindful of the following:

- Stay home when you are sick
- Wash your hands frequently with warm, soapy water for at least 20 seconds
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash
- Avoid close contact with people who are sick with respiratory symptoms
- Clean frequently touched surfaces as indicated below

Northeast Delta HSA will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as kitchen/breakroom countertops, sign-in areas, bathroom faucets and doorknobs, primary entrances and exits, and commonly used offices. These areas should be cleaned at least three times per day: in the morning, around noon, and before the close of business. To disinfect the surfaces discussed, safety officers will use cleaning wipes similar to Clorox disinfectant wipes or aerosol cleaners, like Lysol and paper towels, to properly wipe down surfaces.

If these materials are not available, a diluted bleach solution using five tablespoons bleach per gallon of water or four teaspoons of bleach per quart of water will kill the virus, according to the

CDC. Safety officers are to store disinfectant products in the same storage area as the other cleaning products for the safety of clients.

Safety officers are to wear disposable gloves when cleaning and disinfecting surfaces in the facilities. Gloves and wipes/paper towels should be discarded after each cleaning.

Used cleaning items will be discarded in the same biomedical waste bags used by doctors and nurses when administering medications. Hands are to be washed for at least 20 seconds with warm water and soap immediately after discarding the gloves.

I will be sending a sign-in sheet attached to this email so that staff can check off when a section of the facility is cleaned. The safety officer must sign the cleaning log at the end of each workday.

Additionally, it is essential to place the information provided by the Public Information Department regarding COVID-19 in our waiting areas and other high traffic areas visited by our clients and staff to maximize the visibility of information and reduce the chances of spreading the virus further.

Respectfully,
Drew Danna



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