



Information on COVID-19 (Coronavirus)

Greetings everyone!

As many of you may already be aware of the outbreak of COVID-19 (Coronavirus), Care4Everyone is continuing to monitor guidance provided by the Centers for Disease Control and Prevention (CDC) and the MN Department of Health (MN DOH). With new information surfacing every day, we recommend that you monitor the situation closely. You can learn more about the COVID-19 with the links provided below:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [MN Department of Health \(MN DOH\)](#)

We will continue to operate business as normal and help our patients – with many thanks to each and every one of you! We greatly appreciate the dedication and the effort you have contributed to serving our patients. We understand the importance of your health and well-being is just as important as caring for the patients we serve. We share your concerns about this virus, and as a company and a community, we are in this together.

We are implementing a couple of new measures here at our company and ask for your assistance. We recommend the following prevention measures:

- Wash hands often with soap and water for a minimum of 20 seconds. If soap and water are unavailable, use a hand sanitizer that contains at least 60-95% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Frequently clean and disinfect touched objects and surfaces.
- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Cover your cough or sneeze with a tissue, then throw the tissue away.
- Employees must notify their manager/supervisor and stay home if they are sick. ***It is the employee's responsibilities to inform their manager/supervisor if requesting paid sick time and to ensure shifts/patients are covered (at least 2 hours or more ahead of start of shift).***
- If you are well but have a sick family member at home with COVID-19, you must notify your supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
- If you have been confirmed to have COVID-19, please notify your supervisor immediately. Rest assured that your information will remain confidential as it is required by the Americans with Disabilities Act (ADA).

Currently at the moment, we will continue to monitor this situation closely and will continue to follow guidelines from the CDC and the MNDOH as they are released. This includes ensuring that the clients we serve are doing the same. Call or text (651) 300-2073 or email us at care4everyone@mail.com if any questions or concerns.

Sincerely,

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