



Meeting Life's Challenges

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May 18, 2020

Dear Employee and Family:

The purpose of this letter is to provide all Living Resources employees and their families information about Living Resources process regarding notification of a possible exposure to the Coronavirus.

Pursuant to State and regulatory guidance, upon receiving notification that a staff member or supported individual has tested positive for the Coronavirus:

- We immediately contact the Department of Health;
- We supply the Department of Health with a list of those who have had a possible exposure based upon our employment records; and
- Your County Department of Health will then reach out to those on the list to provide you with their regulations and guidance regarding testing and quarantining.

As an essential employee, the regulations for continuing to work during this period of notification are different than those of non-essential employees, **it is important that you follow the guidelines for essential personnel.** Remember, if you have any questions or concerns, you should reach out to your HR Generalist or Joseph Lamalfa, Director of HR at 518-218-0000 x 4310 or via email at jlamalfa@livingresources.org.

As we have mentioned in previous communications, Living Resources has had staff members and supported individuals test positive for the Coronavirus. We are fortunate that to date, those that have tested positive were either asymptomatic or are recovering.

We are extremely grateful for your diligence in following our universal precautions, protocols and procedures, thus helping to contain the spread of the virus. As the warmer weather breaks out, it is vital that you remain vigilant to keep you, your families, and the individuals who depend on your care safe from the virus.

These routine and essential practices must be followed.

- ✓ Wash your hands often, and do so for 20 seconds or more;
- ✓ Wear your mask;
- ✓ Monitor yourself and others for any health symptoms; and
- ✓ Whenever possible, maintain a safe distance especially when in public areas (both inside and outside) where you will come into contact with others.

Thank you, we can all keep safe by doing this.

Sincerely,

Fredrick W. Erlich
CEO



How to Protect Yourself and Others

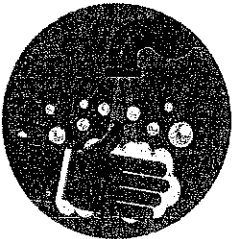
Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).