

**Sent:** Wednesday, May 27, 2020 1:50 PM

**Subject:** Stay healthy as New York moves forward!

Dear Colleagues:

As New York moves forward in its phased openings and the warmer weather is calling us to venture out, we want to prevail upon you to be mindful of others. Please continue to exercise caution to protect you, your family members, those you support, and your community from contracting and/or spreading the Coronavirus. **Remember, someone does not have to appear symptomatic to be carrying or spreading the virus.**

Please continue to:

- Wear a face covering while at work, and when interacting with the public;
- Practice safe social distancing when possible;
- Wash your hands frequently with soap and water for at least 20 seconds;
- Use an alcohol-based sanitizer when soap and water is not possible;
- Avoid touching your face with unwashed hands;
- Stay home if you are not feeling well;
- Routinely clean and disinfect frequently touched objects and surfaces.

Your diligence in following these precautions protects you, your loved ones, and those you care for.

I know that by working together, we can continue to stop the spread.

Thank you for your commitment to staying healthy!

Fred Erlich, CEO

# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



**Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)