

From: Elizabeth Martin
Sent: Thursday, October 8, 2020
To: Living Resources Employees
Subject: Stay vigilant to stop the spread of COVID-19!



Dear Colleagues:

While it is nearly impossible to find the good in a global pandemic, COVID-19 did deliver one important lesson to our Living Resources family. That lesson is your ability to pivot, change, and create safer and healthier ways to keep your families, colleagues, and those you support safe and healthy. Thank you for your commitment and diligence!

With the numbers of active COVID cases on the rise in some parts of New York and throughout the United States, now is not the time to let your guard down. It is more important than ever to remain vigilant in your fight to stop the spread of COVID-19. I implore each of you to:

- continue to follow all office protocols when in our homes and programs,
- monitor your temperature,
- wear your mask (covering both your mouth and nose),
- socially distance when possible,
- wash your hands with soap and water for 20 seconds or more,
- hand sanitize when hand washing is not available,
- avoid touching your eyes, nose, and mouth with unwashed hands,
- cover your mouth and nose with a tissue when you cough/sneeze, properly dispose of tissue, and wash your hands or use hand sanitizer,
- clean and disinfect frequently touched surfaces,
- get your flu shot,
- stay home when you are sick, and
- if your illness relates to experiencing the symptoms of COVID-19 such as fever, cough, or shortness of breath, you are required to immediately contact your physician or utilize our currently provided to you AT NO COST Telehealth option at 844-484-7362 (or by downloading the app or online) to obtain supporting medical documentation. See below.

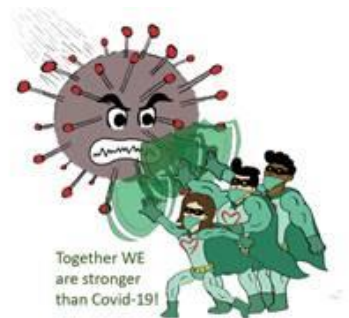
Additionally, please remember, that if you have not yet received your flu shot, Living Resources has made it easier than ever by hosting **FREE Flu Shot Clinics**. Our next clinic is being held on **Friday, October 9, 2020 from 1:30 – 3:00 pm at our Malta Office, located at 22 Round Lake Road, Ballston Lake, NY 12019**. Please contact Tasha Persaud 518-218-0000 x 5347 or at tpersaud@livingresources.org to schedule your vaccination.

To encourage all Living Resources staff members to protect others by getting their flu shot, Living Resources will present a \$10 gift card to all who attend our clinic and get their flu shot. Getting your flu shot elsewhere? Just present **proof of your influenza vaccination to reception** (at 300 Washington Avenue Extension, Albany, NY) and sign for the gift card.

The fight is not over but by working together, we can stop the spread of COVID-19!

Thanks for all you do each day!

Elizabeth Martin, CEO





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