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Hi Everyone-

There is much talk about the novel coronavirus (COVID-19) in the media and amongst the community. I would like to thank you for all your support and efforts as we work through everything. Please know that we will keep you updated as information becomes available. Under the leadership of Brittany George and the nursing team, we have developed a comprehensive plan and are working through all facets. I will share all relevant information with you as it becomes available.

The health and safety of all our employees, the individuals we serve and our partners from the community are of the greatest importance to us. **IF YOU EXPERIENCE ILLNESS STAY HOME!** If any of the individuals you are working with exhibit symptoms, check for fever and ask that they be picked up to go home. You can look for the following symptoms:

- **Vomiting**
- **Chills**
- **General malaise or feelings of fatigue, discomfort, weakness or muscle aches**
- **Frequent congested (wet) or croupy cough**
- **Lots of nasal congestion with frequent blowing of the nose**

In addition to reporting symptoms, please do not forget about prevention and to wash your hands and those of anyone we serve. Handwashing prevents illness and we are doing our best to make it easy for you to have access to soap and water. At the Wolstein Center, there is a handwashing station located in one of the bathrooms across from the reception desk as well as several bathrooms on the first and second floors. At all locations there are bathrooms equipped with soap and paper towels. Everyone should have received training on handwashing and we have fliers posted around the building with helpful hints. Please be cognizant of handshakes, hugs and other such contact and refrain from sharing or eating communal food.

You will notice other precautions that we are taking at the Agency to prevent any illness, including COVID-19. These are precautions only. We want to prevent illness before it occurs and in all situations. You are free to contact me or the nursing team at any time. My extension is 1227 or I can be reached via email (blucas@ucpcleveland.org) or in my office.

We appreciate your continued cooperation.

Beth

LeafBridge: A Center of Excellence for Children

OakLeaf: A Center of Excellence for Adults

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