Thank you for your calm and patient demeanor as we manage this challenging time. As you know, President Trump and nearly 40 governors have declared states of emergency and many directors of state Departments of Health are limiting gatherings to prevent the spread of COVID-19. Several governors have taken additional action, such as Ohio Governor DeWine, and have required certain businesses within the hospitality industry to close. The actions taken by the federal and state governments and related agencies are attempts to “flatten the curve” of the COVID-19 spread bell curve. The actions taken are in our own best interest and also the best interest of our communities.

It is important that we take actions to limit gathering and physical contact while continuing to provide services. *Remember, the best thing you can do is to take precautions to protect yourself, your family, and your community.* Please review the information and guidelines below.

- **Signs of Sickness/Symptomatic**: Sick employees or those who are symptomatic should stay home until they are free of fever or symptoms (without the use of medication) for at least 24 hours. We will not require a healthcare provider’s note to validate the illness.

- **Self-Assessment**: Encourage staff to do a self-assessment daily that includes taking a moment to ensure there is no fever, no cough and no shortness of breath. If the symptoms are present, the employee should stay home and monitor the condition as appropriate.

- **Avoid Contact**: Be careful to avoid unnecessary contact with others, and in particular, avoid contact with those who are sick or symptomatic.

- **Working Remotely**: Employees who have the ability to effectively work remotely, and in particular, if any such employees are sick or symptomatic, should be encouraged to work remotely. Those employees who are unable to work remotely should follow the practices below. Some may cause child-care concerns for staff. Please be flexible to assist in such circumstances.

- **Maintain Social Distancing**: Maintain at least 3 feet distance between yourself and others at gatherings and, in particular, anyone who is coughing or sneezing.

- **Limit Gatherings**: Unless necessary, limit gatherings where people are in closed areas and offices. Maintain social distancing.

- **Limit Shared Food**: Limit any circumstances where food is shared, in particular, at gatherings in the office, conference rooms, or other enclosed spaces.

- **Wash/Clean Hands Frequently**: Regularly and thoroughly clean your hands with an alcohol-based hand rub or with soap and water. Please ensure the office has hand rub dispensers and alcohol wipes in prominent places and encourage frequent use.

- **Practice Proper Hygiene**: Cover your mouth with a tissue or sleeve when sneezing or coughing.

- **Clean Surfaces**: Clean “high-touch” surfaces daily. These include counters, tabletops, doorknobs, light switches, bathroom fixtures, toilets, phones, keyboards, desks, and tablets.

- **Reinforce Messages**: Stay home when sick, use cough and sneeze etiquette, practice hand hygiene, and observe social distancing.