



Chester County Health Department

Coronavirus (COVID-19) Recommended Communication from Community Organizations with Employees and Members

As news regarding the Coronavirus Disease 2019 (COVID-19) outbreak continues to evolve, we want you to know that we are working closely with the Chester County Health Department and the Pennsylvania Department of Health to monitor COVID-19 conditions and make decisions about the best steps to take concerning the health of our employees.

COVID-19 is a respiratory illness that can spread from person to person just like the flu or a cold through the air by coughing or sneezing; through close personal contact, like touching or shaking hands; by touching an object or surface with the viruses on it; and occasionally, through fecal contamination.

We have protocols in place to minimize the spread of illness to our employees and members and we are reviewing our emergency preparedness plans in the event of a widespread outbreak that requires more action. We have and will continue to work with the Chester County Health Department to implement plans and protocols quickly. Currently, our custodial crews are performing additional cleanings of touch surfaces like desktops, counters, and door handles. We are doing our very best to prevent the spread of illness.

All employees and members are advised to follow the same practices that help prevent the spread of the flu and other illnesses:

- **Wash your hands** often with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners that are at least 60-95% alcohol are also effective.
- **Cover your coughs and sneezes.** The main way that the flu spreads is from person to person is in the droplets produced by coughs and sneezes, so it is important to cover your mouth and nose with a tissue or cough/sneeze into your elbow or shoulder, not into your hands.
- **Do not to share personal items** such as drinks, food or utensils.
- **Do not attend school if you are sick.** Any student or staff who is determined to be sick while at school *will be sent home*.
- **Keep sick individuals at home** for at least 24 hours after there is no longer a fever or signs of a fever without the use of fever-reducing medicine like ibuprofen or acetaminophen.

Our priority is the health and well-being of our employees. We will remain vigilant with the ongoing situation and will notify you of any additional changes to our strategy to prevent the spread of COVID-19.

We recommend you regularly check Chester County Health Department's website current information about COVID-19 in Chester County at <https://www.chesco.org/4376/2019-Novel-Coronavirus>. For



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more information about COVID-19, visit [CDC: Coronavirus Prevention & Treatment](#). Should you have any questions or concerns beyond what has been provided, please contact your health care provider.