



Memorandum

Date: March 10, 2020
To: All Employees of The Nurse Agency
From: Penny Golden, RN, President
Re: COVID-19 Instructions

Thank you for your continued dedication to our hospital clients and their patients. The Nurse Agency is proud of our staff who bring quality care to our clients particularly during this uncertain time as our country faces a growing number of COVID-19 cases.

You are the most important resource of The Nurse Agency and we want to make sure you are safe as well as the patients for which you care. To that end, we want to remind everyone to follow our organization's existing protocols:

- Stay home if you are sick.
- Notify us of any known risk factors, such as travel to areas with widespread outbreaks or local contact in areas known to have reported cases. If a staff member is deemed to be high-risk, we will remove them from the schedule, follow the guidelines from national and local health agencies to report the risk and find replacement staffing if needed.
- Be extra vigilant in our established infection prevention measures, already in place for influenza and all other communicable diseases, which include:
 - Not reporting to work if ill
 - Wash hands often with soap and water or alcohol-based hand sanitizer
 - Avoid touching eyes, nose, or mouth with unwashed hands
 - Avoid close contact with people who are sick
 - Cover mouths and noses with tissue if coughing or sneezing
 - Clean and disinfect objects and surfaces
- If an employee becomes ill and is suspected to have the coronavirus, or is diagnosed with coronavirus, we will follow the protocols established by national and local agencies to report the illness and notify those who may have come in contact with that person.
- Be aware of symptoms in the patients you care for and respond accordingly by taking infection prevention measures and notifying the facility and our office of any concerns.
- Depending on the severity of the spread of illness in communities or the response taken by national and state authorities (ex. mandatory isolation, closure of schools, etc.), our ability to staff our facilities may be affected.

The safety and well-being of our staff is our utmost priority, now and always. We will keep you updated if changes to our protocol occur and we invite you to reach out to us with any specific questions.