



## INTEROFFICE MEMO #3519

To: All Wright & Filippis  
From: Administration  
Re: WF Coronavirus Precautionary Plan of Action

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Details of state and government mandates & recommendations seem to be consistently changing from day to day and sometimes hour to hour. We want to continue to assure our staff that we are taking everything into account as we go about our daily activities and performing in our roles. The continued safety of our employees is very important to us. With that said, our task force is meeting daily and have agreed to the following changes and explanations during this statewide emergency and for the duration of the COVID-19 outbreak.

**A common question that has come up is in relation to whether an employee should report in to work because either they traveled outside of the country or may have been exposed “second hand”....**

According to the CDC, the key to exposure is the term “second hand.” Here is their posting from a few days ago: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

It would flow like this:

- Person A has tested positive for the virus, or is showing the symptoms. They are either hospitalized or they quarantined depending on how sick they are.
- Person B lives, or has been exposed in some way, to person A. At school. At work. During their job duties. They are recommending this person also “self-quarantine” to be safe. They may feel OK now, but for up to 14 days, they could develop symptoms.
- Person C lives with, or has been exposed in some way, to PERSON B (not Person A). **This is considered second hand exposure.** There is no need to quarantine. They are to remain diligent, pay attention to how you feel, etc. You can go to work, go to grocery store, etc.

The CDC definition of close contact (person B): **Close contact** for healthcare exposures is defined as follows: a) being within approximately 6 feet (2 meters), of a person with COVID-19 for a prolonged period of time (such as caring for or visiting the patient; or sitting within 6 feet of the patient in a healthcare waiting area or room); or b) having unprotected direct contact with infectious secretions or excretions of the patient (e.g., being coughed on, touching used tissues with a bare hand).

When appropriate you should follow the COVID-19 Amended Attendance and Disability Policy



## **Signage for front door**

An email was sent out earlier today to all Office and Clinical Managers. There are two signs that will be posted on all patient entrances.

- First- Stop the Spread of Germs at work
- Second- a sign requesting if any patient traveled outside the US in the last 30 days or is exhibiting symptoms or has had direct contact with someone who has, to please reschedule their appointments via phone call. This is to reduce the chance of exposure prior to them entering the building

## **Hospital and Nursing Home Calls**

In the event the facility has ordered products and still allows us to see their patients we are requiring that you utilize the hospitals/SNF or other health care organization and Wright & Filippis 's current recommendations for infection control. In the event you have a question about any outcall please contact the appropriate Clinical Director.

## **Communication**

Important updates and alerts on behalf of Wright & Filippis in relation to the developments in the Coronavirus pandemic and how business will be conducted will be posted to our FirsttoServe website at <https://www.firsttoserve.com/employees/> If you go directly to our website you will find this under the new tab: Employee. This is necessary so that all employees have access to the most update to date company information without the requirement of a VPN to access our Share Point site from your computers.

