



4500 S 129th E Ave
Tulsa, Oklahoma 74134
www.careatc.com

March 3, 2020

The Center for Disease Control and Prevention is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in Wuhan City, Hubei Province, China and which has now been detected in 60 locations internationally, including cases in the United States. The virus has been named "SARSCoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

While CareATC is not equipped to treat patients infected with the coronavirus, we have implemented an enhanced clinical triage process to detect, isolate and escalate potential cases to local health departments for oversight. This process is designed to provide the best patient care possible to those potentially infected and limit exposure to other patients and staff. We have implemented infection control procedures in all CareATC locations, including providing protective masks to each patient with a cough, and acting quickly when appropriate.

We will continue to work closely with local public health departments and follow the Centers for Disease Control (CDC) and World Health Organization (WHO) guidelines to ensure we remain up-to-date on the situation, have knowledge of the most current guidelines, and are continually reviewing, refining, and implementing our processes in response to changes in the situation. CareATC will provide you with updates on a regular basis, including additional guidance for employers, travel restrictions and company operations as they become available.

General information about COVID-19 can be found [HERE](#).

Detailed Interim Guidance for Business and Employers to Plan and Respond to COVID-19 can be found [HERE](#).

More specific guidance for employers is found on the next page, including hyperlinks to the CDC website special content areas.

Yours in good health,

CareATC

Guidance for Business and Employers

- Visit the [Nonpharmaceutical Interventions](#) (NPI) section of the CDC website to print, watch and share free educational materials with employees.
- Facemasks should be used by people who demonstrate symptoms of COVID-19 to prevent spread of the disease to others. The CDC does not recommend that people who are well wear a facemask to protect themselves against respiratory diseases.
- Actively encourage sick employees to stay home. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever, signs of a fever, and any other symptoms for at least 24 hours, without the use of a fever-reducing or other symptom altering medicines.
- Employees who have traveled, or have been exposed to someone who has traveled, to any of the [affected areas](#) in the past 30 days, demonstrates a fever greater than 100.4 F and/or a cough, shortness of breath, or other lower respiratory symptoms should not report to work, self-quarantine and report to the appropriate county health department.
- Separate sick employees. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work should be separated from other employees and sent home immediately.
- Remind employees about [coughing and sneezing etiquette](#) and [proper handwashing techniques](#).
- Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees. Provide tissues and no-touch disposal receptacles for use by employees. Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands for at least 20 seconds.
- Employees who are well but have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
- Perform routine environmental cleaning. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
- Advise employees before traveling to take certain steps. Check CDC's [Traveler Health Notices](#) and [FAQ for Travelers](#) for more information and advise employees to check themselves for symptoms of acute respiratory illness (fever, cough and shortness of breath) before traveling.