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To DCHC Employees:

We know some of you may be concerned about the spread of COVID-19 (the new coronavirus) being reported in the media and how it may impact us here at DCHC. Ensuring our staff and residents are in a safe and healthy environment is our greatest concern. At this time, we don't have any cases at DCHC. The Centers for Disease Control and Prevention (CDC) have recommended a variety of steps that we are implementing to help reduce the potential for the virus to enter our building. However, we need your help in battling COVID-19. Below are some examples of how you can help protect yourselves and our residents, as well as prevent the spread throughout the community.

1. **Sick employees should stay home.** At this time, we request that you stay home if you have any symptoms of respiratory illness. Those symptoms include: cough, fever, sore throat, runny nose, and/or shortness of breath. If you have recently returned from travel to an area known to have a case of the COVID virus please check in at employee health before beginning your shift.
2. **Notify us if you develop respiratory symptoms while at work.** These include: cough, fever, sore throat, runny nose, and/or shortness of breath.
  - **Practice proper hand washing hygiene** with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
  - ***Immediately before touching a resident***
  - ***Before performing an aseptic task (e.g., placing an indwelling device) or handling invasive medical devices***
  - ***Before moving from work on a soiled body site to a clean body site on the same resident***
  - ***After touching a resident or the resident's immediate environment***
  - ***After contact with blood, body fluids or contaminated surfaces***
  - ***Immediately after glove removal***
3. **Cover your mouth and nose with a tissue when coughing or sneezing.** Please review the [CDC's information on coughing and sneezing etiquette](#).
4. **Perform routine environmental cleaning.** Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. No special cleaning is necessary for COVID-19.

DCHC is following the recommendations of the CDC on using basic contact precautions to prevent the spread which includes wearing gowns and gloves when interacting with residents who are sick as we always do. We also are staying up-to-date with the CDC recommendations as they are updated. In addition, DCHC is in close contact with the local and state health department and are following their guidance. We are posting signs on our entryway doors to notify visitors of the symptoms of COVID-19 and request that they not enter the building if they are experiencing these symptoms.

We will notify you if any residents or staff is diagnosed with COVID-19. Should you have any questions, please feel free to contact DCHC Infection Prevention at 402-444-6375. For general COVID-19 questions you may also call the COVID-19 information line at 402-444-3400.

For additional information, please visit the CDC's coronavirus disease [information page](#).

Sincerely,

**DCHC Administration**