

MAJ'S RESPONSE TO COVID-19

This memo is to provide staff information on COVID-19 virus, steps you should take to prevent or mitigate exposure and what to do if you experience symptoms.

All,

As we begin to experience the impact of the Coronavirus (COVID-19) pandemic across the country and beyond I want to update you about MAJ's efforts to respond to this significant respiratory illness. MAJ's leadership team is closely monitoring developments regarding the COVID-19 outbreak from a number of sources including the Center for Disease Control (CDC) and the Minnesota Department of Health (MDH) with the goal of ensuring the safety of MAJ's staff and members.

Currently there are no changes in our operational status other than following the CDC's travel advisories and health notices. We will make sure to keep you updated with any major developments should they occur.

Employees who are experiencing flu-like symptoms should not report to work and seek medical attention. Employees may use PTO for any COVID-19 illness. Employees should not return to work until their symptom have subsided.

We will follow any forthcoming guidance and recommendations for group meetings, seminars and working remotely as they are made public.

INFORMATION ON COVID-19

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at: <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of:

- fever
- cough
- shortness of breath

What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death. How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. If you are sick, to keep from spreading respiratory illness to others, you should
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

If you have recently traveled in an area with ongoing spread of COVID-19?

If you have traveled to an affected area or believe you have come into contact with someone who has been infected, you should stay home for 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Useful Links:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<https://www.health.state.mn.us/diseases/coronavirus/index.html>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>