

To our friends and family at the Frenchtown Center for Active Adults;

On Tuesday evening (March 10, 2020), Governor Whitmer confirmed the first two cases of coronavirus (COVID-19) in Michigan. She declared a state of emergency “to assist local governments in slowing the spread of the virus.” The Governor asked that everyone “do their part to prevent the spread of the disease as much as possible.” According to the state chief medical executive and chief deputy for health, the cases are in Oakland and Wayne counties.

We are providing updates to staff, program participants, and visitors to the Center and have a dedicated webpage: <https://www.frenchtownsenior.com/2019-novel-coronavirus.html>. The Center is aligning our recommendations with the Centers for Disease Control (CDC), the World Health Organization (WHO), and local, state, and federal agencies.

While **there are no Center-related cases to date**, we are taking the following proactive actions, in keeping with CDC recommendations, to ensure the health and safety of our community:

Encouraging staff, participants, and visitors to **stay home from work, the program or social settings if you are sick**, especially if you have flu-like symptoms and/or have a fever. Employees should take appropriate action to address any illness you may be experiencing and stay home from work if you are sick. Employees should follow the personnel policy to report your absence.

- The CDC recommends the following regarding returning to work following symptoms of acute respiratory illness: *Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).*

Encouraging staff, participants and visitors to **take everyday preventive actions** to prevent the spread of respiratory illnesses (CDC “Stop the Spread of Germs” posters have been placed throughout the Center)

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer. (The Center has hand sanitizer and disinfecting wipes distributed throughout the building. As items become available, we will replenish our supplies.)
- Cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Throw used tissues in the trash.
- Clean and disinfect frequently touched surfaces (we have confirmed our cleaning products are effective in killing past strains of the coronavirus).
- Avoid touching your eyes, nose or mouth with unwashed hands.

- Stay away from people who are sick or not feeling well, and avoid close contact with others through hugging or shaking hands.
- After experiencing a fever, remain home for 24 hours after being fever-free.
- Seek assistance from a health professional if you see or experience symptoms that cause concern.

In addition, the Center is requesting all **staff, participants, and visitors returning from travel** (both domestic and international) to ask yourself these questions before returning to the Center:

1. Do you have reason to believe that you may have been exposed to the COVID-19 virus? If yes, the CDC recommends self-quarantine (please see below).
2. Are you exhibiting symptoms (symptoms may be flu-like, ranging from mild to serious)? If yes, do not report to work. Contact your supervisor to report your absence.

The CDC reports the following regarding symptoms:

- *Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases. **The following symptoms may appear 2-14 days after exposure: fever, cough, shortness of breath.***

The CDC recommends that **anyone returning from travel or stopovers at any countries/areas with travel advisories set as Level 3** (currently China, Italy, Iran, and South Korea), **or who have been exposed directly to a confirmed case of COVID-19**, self-quarantine themselves for 14 days from your last day in that country or exposure to a confirmed case. Those who self-quarantine should notify their primary care provider that they have begun their quarantine. Employees should contact their supervisor to report the absence.

Anyone returning from domestic travel in areas with sustained community transmission of COVID-19 is encouraged to practice self-observation for the development of any symptoms and contact their health care provider if they develop a fever or respiratory symptoms. Self-observation means you should remain alert for subjective fever, cough, or difficulty breathing.

The CDC has identified the following as at higher risk for serious illness with COVID-19: older adults and people who have serious chronic medical conditions like heart disease, diabetes, and lung disease.

This situation has been and will continue to be fluid. In the event a coronavirus case is reported in our area, the Center will follow the recommendations of local and state health authorities to protect our staff, participants, visitors and the community. We will consider several factors to determine if and when the Center should cancel programs, events, activities, or close.

Please understand that some decisions about the next steps may need to be made quickly. If that occurs, we will notify staff, participants, visitors, and community partners as soon as possible. We appreciate your cooperation as we navigate this rapidly evolving situation.

I would encourage you to request your name be added to our phone notification system to receive immediate updates regarding closure or cancelations. Otherwise, please closely monitor our website for further developments. <https://www.frenchtownsenior.com/2019-novel-coronavirus.html>

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Iacoangeli".

Paul Iacoangeli
Executive Director