

COVID-19 EOP all-staff update July 15, 2020

### **Calling Staff, Do NOT Use Main Line**

Please do NOT call the main line, (239) 261-4404, to reach co-workers or departments. It's important to keep these lines free for patients, their families, and outside callers. Staff should use the employee self-service line, (239) 263-5190. You can also look up employees using **Outlook and Jabber** on your cell phone, we've added these directions to staff's internal resources page on Avow's website, or you can [click here to download directions on both now.](#) We've also attached a copy of Avow's mobile phone directory to this email to keep handy if you find it easier to use this.

### **Lunch on Campus**

Staff working on campus must request lunch with an email or phone call to Meghan Ahlbrandt (Smith Center) or Sue Aceto (Lyon Center) by 9am daily to be included in the daily count. Standard or vegetarian options are available. Lunches are delivered to Smith break room and Lyon lobby at 12:30pm daily for your retrieval. Those working onsite on Saturdays and Sundays should place orders with James Sager.

### **Considerations for Health Care Workers to Reduce the Spread of COVID-19**

Please be responsible. Before going out to a restaurant, gathering, or event, consider the risk of contracting COVID-19 and spreading it to others. As an essential worker, you have a special duty to reduce the risk of spreading the virus. Taking precautions helps to keep you, your family, co-workers, and patients safe.



## Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### **COVID-19 Testing**

If you see patients in the long-term care facilities, it is your responsibility to provide the facility a copy of your COVID-19 test results. You must provide both positive or negative test results on the day received. The facility is required to keep a copy of your results. This means that you must provide a hard copy to the facility to enter. Avow is not able to provide results for you. If you have previously tested positive, you are not required to re-test as long as you are able to provide positive test results to facilities.

### **COVID-19 Testing on Campus for Clinical & Support Staff**

Thursday - 07/16 (6:00am-11:00am)

Tuesday – 07/28 (6:00am-11:00am)

Wednesday – 07/29 (2:00pm-7:00pm)

Wednesday – 08/05 (2:00pm-7:00pm)

Thursday – 08/06 (6:00am-11:00am)

Wednesday – 08/12 (2:00pm-7:00pm)

Thursday – 08/13 (6:00am-11:00am)

**To access previous EOP information and attachments, please visit our internal  
EOP website: <https://avowcares.org/internal-resources/>**