We want to be sure that you have clear information about the risk of infection with the COVID-19 or corona virus. As you likely know, Coronavirus disease (COVID-19) is a respiratory illness that spreads from person to person. There are confirmed cases of COVID-19 in New York State. [INSERT AGENCY NAME HERE] will share additional information to keep you and your family protected, as the situation unfolds.

**SYMPTOMS**

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

* fever
* cough
* shortness of breath
* difficulty breathing or flu like symptoms.

CALL [INSERT AGENCY NAME AND PHONE NUMBER HERE] RIGHT AWAY if you, a family member, develop any symptoms.

**Protect yourself by:**

* **HANDWASHING:** Wash your hands often with soap and water for at least 20 seconds (sing the Happy Birthday song twice). Use an alcohol-based sanitizer that contains at least 60% alcohol if soap and water is not available.
* Avoid close contact with people who are sick. Stay at least six feet away from anyone coughing.
* Avoid touching your eyes, nose, and mouth with unwashed hands. Keep your hands away from your face.

**If you feel sick:**

* Call [INSERT AGENCY NAME AND PHONE NUMBER HERE]. Together we will work out a plan to safely meet your needs.
* **Before** seeking medical care, call your healthcare provider or the hospital and tell them the symptoms you have so they can evaluate you over the phone for COVID-19.

**Prevent the Spread**

* Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Cough into your elbow, not your hands. Wash your hands.
* No handshaking, hugging or kissing.
* Stay home if you are sick. Sleep in a separate room from others if possible.
* Clean and disinfect frequently touched objects and surfaces with an antimicrobial solution. Surfaces include: Doorknobs, phones, remote controls, computers, light switches.
* Don’t share dishes, utensils or towels/wash cloths. Don’t share food or beverages either!

Please visit the CDC website to learn more about the virus and precautions. https://www.cdc.gov/coronavirus/2019-ncov/ about/index.html