

Tuesday, March 3, 2020

Dear Lifeworks Community,

You have likely heard information in the news about the coronavirus, also referred to as COVID-19. In the past, Lifeworks has demonstrated our ability to manage illnesses in a coordinated, strategic way that prioritizes the health of the people we serve, families, and staff. We are monitoring COVID-19 and have formed an internal task force who will meet regularly and develop plans as needed.

As of March 3, there are no confirmed cases in Minnesota. The Minnesota Department of Health (MDH) and the Centers for Disease Control and Prevention (CDC) are closely monitoring the situation.

We are reviewing information about COVID-19 from MDH and the CDC daily. MDH is currently monitoring the spread of the virus and tracking its travel. We will be informed if there is a concern that requires us to follow a specific protocol or to put a response plan in place.

There are ways you can prepare and stay healthy — the same as you would for a cold and the flu:

- Wash your hands often with soap and water
- Cover your cough and sneeze
- Avoid touching your eyes, nose, and mouth with unwashed hands
- If you or your family member are sick, *stay home*
- Clean and disinfect frequently touched objects and surfaces, such as doorknobs, telephones, and workspaces
- Be prepared in case you get sick and need to stay home. Keep enough food, regular prescription drugs, and other necessities on hand in case you need to stay home and are not able to go out easily.

You can learn more information about COVID-19 and its status in Minnesota on the [Minnesota Department of Health website](https://bit.ly/2wpCFSe) (https://bit.ly/2wpCFSe). MDH has set up a hotline at 651-201-5414 to answer general questions or concerns.

You can also visit the [Lifeworks resource page for COVID-19](https://www.lifeworks.org/coronavirus-information/) (https://www.lifeworks.org/coronavirus-information/), which will include any responses or action plans that may be developed.

Thank you for working with us to keep our community informed and safe.