

CORONAVIRUS INFORMATION

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As part of Morrow Meadows Corporation's continuing commitment to promote wellness for our employees, we wanted to provide some information on the Coronavirus-- what it is, and more importantly, precautions to take not only in the work place, but in our personal lives as well, in an effort to prevent the spread of the virus. Through the knowledge of what it is and how it spreads, we can work together to reduce the cases of infection of this and any other virus.

WHAT IS THE CORONAVIRUS?

Coronaviruses are a family of viruses that cause a range of illnesses from the common cold to severe diseases, such as Middle East Respiratory Syndrome (MERS), and Severe Acute Respiratory Syndrome (SARS). In December of 2019, a new coronavirus, COVID-19, was identified as the cause of various cases of respiratory illness.

HOW DO I RECOGNIZE IT?

The main symptoms of the coronavirus resemble those of a bad cold or the flu, which can make detection difficult, and all the more reason to stay home if you suffer from these symptoms:

FEVER

COUGHING/SNEEZING

SHORTNESS OF BREATH

FEELING SICK—dizziness, fatigue, etc.

More severe cases can cause pneumonia, severe acute respiratory syndrome, kidney failure, and in the worst case, death. The incubation period can be up to two weeks.

HOW IS IT SPREAD?

Coughing and sneezing

Close contact with people, such as touching or shaking hands

Touching an object or surface that has the virus on it, then touching your mouth, nose or eyes

CAN THIS BE PREVENTED? HOW DO I PROTECT MYSELF AND OTHERS?

There is currently no vaccine to prevent this virus, but the best prevention is to avoid exposure. The following recommendations to avoid exposure are not only helpful with this outbreak but are best practices for common cold and flu prevention.

- If you feel sick, STAY HOME—this is vital to prevent spreading any illness you may have to others.
- When entering any MMC/CCE office you must use the hand sanitizers at the entrances unless you have a medical reason such as an allergy to the sanitizer. If you have a medical issue, then you must wash your hands at the beginning of work prior to turning on your computer or entering your office or a lunchroom.
- Beginning signs of feeling sick may involve sniffles/runny nose, start of a sore throat, headache, feeling achy, frequent sneezing, fatigue etc....
- Wash your hands often with soap and water for at least 20 seconds
- Avoid overusing antibacterial products, hand washing with soap is the most effective way to prevent spread of disease.
- Keep hands moisturized to avoid dry cracked skin, this will prevent bacteria from entering through cracks in the hands.
- Wipe down shared desk space after use.
- Wash personal dishes with disposable paper towels. Sponges can carry harmful Pathogens that could cause infections in humans, especially those that have compromised immune systems.
- Everyone should ensure your mouth & throat are moist, never dry. Take a few sips of water every 15 minutes at least. Why? Even if the virus gets into your mouth, drinking water or other liquids will wash them down through your throat and into the stomach. Once there, your stomach acid will kill all the virus. If you don't drink enough water more regularly, the virus can enter your windpipe and into the lungs.
- Avoid touching your eyes, nose and mouth with unwashed hands. This virus only has cell receptors for lung cells. Since it only infects your lungs, the only way for the virus to infect you is through your nose or mouth via your hands or if someone who is infected coughs or sneezes on you, which leads to the next item:
- Cover any cough or sneeze with a tissue and throw the tissue away—this is very important as this virus is spread in large droplets by coughing and sneezing, and any surfaces where these droplets land are infectious for about a week. Everything associated with someone with the virus will be contaminated and potentially infectious.
- Clean and disinfect frequently touched objects and surfaces—use disinfectant wipes to clean your phone, desk, etc.
- Avoid close contact with anyone who is sick and recommend that they go home.

- NO HANDSHAKING—just a slight bow of the head and a smile to greet someone.
- Use a paper towel to open doors, especially bathroom and exterior office doors.
- We recommend employees purchase facial tissues and paper towels for their work area. Have a paper towel ready for any quick sneezes and use the paper towel to cough into. They are thicker and offer more protection than facial tissues/Kleenex.
- Stock up on hand sanitizers with at least a 60% alcohol base. This applies to work, at home, and in your car—good for using after you get gasoline, use the keypad to pay at the gas pump, or even the ATM. If you can't find any sanitizers to purchase, you can make them.
 1. 2/3 cup 99% rubbing alcohol
 2. 1/3 cup aloe vera gel
 3. Optional 8-10 drops essential oil for smell
 4. You will need a bowl, spoon, funnel, empty liquid soap or hand sanitizer bottle and gloves (optional)
- A lot of markets provide wipes to use on grocery cart handles and child seats in the grocery cart. Wiping these surfaces down is a good preventative measure.
- Stock up on zinc lozenges. These have been proven to be effective in blocking coronavirus (and most other viruses) from multiplying in your throat and nasopharynx. Use as directed as soon as you feel any “cold-like” symptoms.
- Even though there is no vaccine for the coronavirus, the CDC is recommending that anyone who has not gotten a flu shot in the last year to get one now to combat influenza.
- Do not touch water dispenser spigots with personal water devices when refilling them and keep all sinks clean and free from dirty dishes/utensils.
- As much as possible, open doors with your closed fist or your hip to avoid using the door handle. If you need to open the door with your hand, wipe the door handle first.
- When using a microwave or ATM, use your knuckle to open the microwave door, and when using the pin pad on the microwave or ATM.
- If you feel that you may have the virus, seek medical attention immediately.
- When filling up at the gas station, please use a paper towel and do not directly touch the keypad keys when entering any pin or odometer or directly touch the plastic nozzle handle. When completed look for a hand sanitizer to use.
- When using an ATM use a facial tissue so you do not directly touch the keypad.

- Cash and coins can be a source of transmission of the coronavirus so wash or disinfect your hands after touching these at a store. Avoid using cash or coins if possible.
- Avoid using any other employees' keyboard or computer equipment. If this happens use latex gloves or wash hands before and after use before touching your face or any other surfaces. Consider sanitizing any touched surfaces.
- Employees are responsible for sanitizing their own offices—If there are no disinfectant wipes available, use paper towels with an anti-microbial product to wipe down items that you come in contact with (phone, keyboard, mouse, desk, etc.). The EPA has approved the following antimicrobial products that have qualified for use against SARS-CoV-2, the coronavirus that causes COVID-19. This is a partial list of products; the entire list can be viewed on epa.gov:

Clorox Multi surface cleaner and bleach
Clorox disinfecting bleach
Clorox disinfecting wipes
Lysol heavy duty cleaner disinfectant concentrate
Lysol clean and fresh multi-surface cleaner
Lysol disinfectant spray
Purell disinfectant wipes

- There will be a forehead thermometer available at all offices—if an employee appears to be sick, they will be asked to take their temperature. If it is above 100.4 degrees, or if they refuse to take their temperature, they will be sent home.
- Ensure that anyone who comes to any of the offices—not only employees, but any vendors, customers, and visitors, follow these policies as well.
- Practice good cough and sneeze etiquette:
 1. Cover your mouth and nose every time you cough or sneeze. Use a disposable tissue to cover your mouth or nose if possible
 2. If a cough or sneeze sneaks up on you and no tissue is available, cough or sneeze into your upper sleeve, and then wash your hands or use hand sanitizer.
- Avoid any unnecessary business and personal travel where possible. Should employees elect to travel they should be aware of their risks. If an employee's travels for personal reasons such as a vacation to a Level 3 area (currently China, South Korea and Italy), then the employee will be prohibited from returning to work and must self-isolate for 14 days, even if you do not exhibit symptoms. You may use any PTO time you have available to offset any time away costs, but you cannot go negative for this.

Social Distancing

- Social distancing is a term applied to certain actions that are taken by Public Health officials to stop or slow down the spread of a highly contagious disease.
- Maintain 3' to 6' in all social settings where possible. Distancing is key.
- Restaurants

- Public transportation
- Gyms
- Restaurants & Bars
- Concerts, theaters, movies, etc.

Page | 5 **Food**

- Until further notices, lunches, potlucks, baked goods, community share items must stop. The sharing of food is discouraged, and leftovers need to be thrown away. Eating off catering trucks is also discouraged.
- Telehealth/telemedicine options are being recommended now as an alternative to going to a doctor's office. This option allows an employee to call in and connect with a doctor via video or phone to discuss symptoms. Telehealth examples include virtual care 24/7, even on weekends and holidays. You can schedule a virtual care appointment on-line or by phone in minutes. Typically, the co-pay for the telehealth option is the same as going to the doctor, but you can confirm that when you make your appointment.

Below is the telehealth contact information for each insurance plan:

Cigna—visit mycigna.com, use the myCigna app. or call one of two numbers to talk to a doctor or schedule an appointment: Amwell (855) 667-9722, or MDLIVE (888) 726-3171

Kaiser—Go to kp.org or call (800) 813-2000 to schedule a phone or video visit

Kaiser NECA (Northern California) Go to the link below for instructions as to how it works and phone numbers to call

<https://my.kp.org/shbp/kp-now-telemedicine-appointment/>

Cherry City Electric

Kaiser

E-visit How To:

https://thrive.kaiserpermanente.org/care-near-oregon-southwest-washington/community/telehealth-video-phone-visit/e-visits?kp_shortcut_referrer=kp.org/evisits/nw

Phone Visit: 1-800-813-2000

Providence

Express Care Virtual visit:

<https://virtual.providence.org/>

_ProvRN : 503-574-6520

Page | 6 <https://healthplans.providence.org/members/tools-for-health/provrn/>

Harrison Trust

<https://www.teladoc.com/>

Teladoc : 1-800-835-2362

We hope to get through this outbreak by working together and following the recommendations listed above. Look out for each other and encourage everyone to take these basic preventative measures. Our first priority is the health and safety of our employees. The Center for Disease Control (CDC) is conducting an ongoing investigation to determine more about the virus. This is a rapidly evolving situation and we will update you as more information becomes available.