



March 2, 2020

Novel Coronavirus (COVID-19) – Prevention and Business Continuity

Dear Valued Customer:

As updates surrounding the coronavirus, officially named COVID-19, are made public, LBA remains committed to the health and well-being of our customers and their employees. We have compiled information and resources from sources in the healthcare industry, as well as from state and federal government agencies that you may disseminate and implement as you deem appropriate. For the latest updates, please refer to the **U.S. CDC (Centers for Disease Control and Prevention)**.

What is the current health threat in the U.S.?

According to the [California Department of Public Health](#), while imported cases of COVID-19 have been detected in the U.S., there is no evidence of sustained person-to-person transmissions of the virus. On January 31, Health and Human Services Secretary Alex M. Azar II declared a public health emergency in the U.S. to aid the nation's healthcare community in responding to the virus. While the [CDC maintains](#) that the potential public health threat posed by COVID-19 is high, the immediate health risk for the general public in the U.S. is considered low at this time.

What are the symptoms and who is at a higher risk?

Symptoms include cough, sore throat, high temperature, and feeling tired and achy, which are symptoms similar to the flu. According to [Sutter Health](#), "the flu poses a much greater public health risk in the United States at this time."

People with an increased risk of infection include people with underlying health issues, older adults and healthcare workers caring for patients with COVID-19.

How can individuals protect themselves and others?

- Wash your hands frequently with soap and water for at least 20 seconds.
- **Avoid** touching your eyes, nose, or mouth with unwashed hands.
- **Avoid** close contact with people who are ill.
- Clean and disinfect common areas and frequently touched surfaces.
- **Stay home if you are sick**, except to get medical care.
- Cover your coughs and sneezes with a tissue or sleeve, not your hand.
- **Avoid** traveling to areas affected by a viral outbreak.

What preventative measures is LBA taking?

- Janitorial has been instructed to increase frequency of cleaning in high traffic areas during high traffic times by wiping down and sanitizing counters, hand rails, door handles, elevator buttons and regularly touched surfaces (for customers where LBA manages cleaning services).



- Medical grade cleaning program has been evaluated and is ready to be dispatched if necessary.
- Hand sanitizing stations are available, if you are interested, please reach out to building management or click on the link below under “Additional Resources”.

How can businesses and employers respond and prepare?

The CDC warns that as COVID-19 is likely to spread, workplaces and other places for mass gatherings may experience absenteeism. Local transportation, healthcare and emergency systems may also be affected. Employers are encouraged to stay updated on the latest developments and follow certain strategies now:

- Develop a Pandemic/Epidemic Plan to implement as referenced by local department of health agencies and include the possibility of workplace absenteeism as well as considering flexible schedules or telecommuting.
- Actively encourage sick employees to stay home and to practice respiratory etiquette and hand hygiene. Anyone with signs of fever, a temperature of 100.4° or greater, or other symptoms for more than 24 hours should not come to work.
- Separate employees who arrive to work with acute respiratory illness symptoms from other employees and send them home immediately.
- Perform routine environmental cleaning.
- Cancel non-essential travel to areas affected by an outbreak.
- Utilize teleconferencing or online meetings in place of large, in-person gatherings.
- Should travel be necessary, advise employees to take certain steps before or during travel. The CDC provides the latest guidance and recommendations for each country. Ensure that your employees are aware of any policy for obtaining medical care outside of the U.S.
- Ensure employees are trained in the details of the plan such as how to identify hazardous conditions related to the epidemic or other health and safety concerns, how to mitigate these concerns, and communicate questions or problems to leadership.
- Preserve vital records off site.
- Compile contact info for employees’ emergency contacts, clients, and the public health department, and police/fire/paramedics.
- Have masks, gloves and cleaning agents available at your site.
- Prevent stigma and discrimination in the workplace by not making determinations of risk based on race or country of origin, and maintain confidentiality of people with confirmed infections.
- Monitor news coverage and public health information.
- For the full list of employer strategies, as well as recommendations for how to create an Infectious Disease Outbreak Response plan, visit the CDC's Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019.

LBA will continue to monitor this situation through trusted news and media sources and will provide updates as necessary.



Additional Resources

- **California Department of Public Health nCoV2019 FAQ:**
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>
- **CDC Coronavirus Disease 2019 (COVID-19) Situation Summary:**
<https://www.cdc.gov/coronavirus/2019-ncov/summary.html>
- **World Health Organization Coronavirus disease (COVID-19) outbreak:**
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- **Sanitizing Station**
<https://germstar.com/collections/dispensers/products/32oz-dispensers-w-floorstands-drip-tray-blacksmoke>
- **Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020:**
<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

If you identify any suspected or confirmed cases of the Coronavirus, please notify building management immediately.

Thank you and please contact building management should you have any questions.