



## **COVID-19**

**To:** Our Valued Medical Team

As global concern about the current COVID-19 outbreak grows, Argent wants to thank each and every one of our Healthcare Providers who continue to provide the best healthcare to our military members and their families. We appreciate your countless efforts each and every day - especially now.

As Physicians, we know you are being bombarded with protocols all day, but wanted to pass along guidance from the CDC regarding COVID-19 that is specific to healthcare providers. Please go to: [\*\*CDC: INFORMATION FOR HEALTHCARE PROFESSIONALS\*\*](#)

Also, if your respective MTFs continue to go to work as directed by your leadership and COR, please follow all guidance provided by them for contractors.

Please notify us if something drastic or bizarre happens in your neck of the woods or if you need to go home for quarantine so we can make appropriate arrangements and call to check on you and provide assistance as required.

### **ADDITIONAL GUIDANCE:**

#### **Stay home if sick**

If you experience cold, flu-like symptoms, or simply a running nose, please stay home. Because the coronavirus produces cold-like symptoms in 80% of infected individuals, it's important to remain at home when ill, regardless of how mild your symptoms are. If you have a fever over 100 degrees, please stay home for 14 days to ensure that you have not contracted the coronavirus.

#### **Refrain from visiting the workplace after travel to an infected city or high-risk country**

Please do not come into the workplace for 14 days if you've visited a city with a confirmed case of the virus, whether the trip was business-related or for personal travel. Additionally, if you've visited any city — with or without confirmed cases — in the countries of [\*\*China, South Korea, Italy, or Iran\*\*](#), please refrain from entering the workplace for 14 days.



### **Stay home if you've had contact with a potentially infected person**

The virus spreads easily from person to person. Please stay home for 14-days if you've had contact with a confirmed case or potentially infected person. This includes persons returning from [high-risk countries](#).

### **Refresh ourselves on proper cough and sneeze hygiene**

Cover your nose or mouth with a tissue or your elbow — not your hand — and discard the tissue immediately after.

### **Wash our hands regularly**

Proper hand washing remains the [best way to prevent transmission](#) of the virus. Wash your hands after using the restroom, touching your face, eating, drinking, coughing, or sneezing, and at regular intervals throughout the day. Use warm soapy water and wash your hands for at least 20 seconds, or the time it takes to sing "Happy Birthday" twice. Alternatively, alcohol-based hand sanitizer is effective as well.

### **Stop touching our faces**

Fomites — objects that we commonly touch — are the main way the disease is spreading. Reduce the chance of transmission from a fomite, like a doorknob, by keeping your hands away from your eyes, nose, and mouth.

### **Rely on virtual communication when possible**

In an effort to cut down on human-to-human contact, please cancel in-person meetings and communicate via videoconferencing or phone calls.

### **Get the flu vaccine**

Healthy individuals are less susceptible to contracting the coronavirus. Keep yourself healthy by getting this year's vaccine.

### **Increase supplies of sanitizer wipes**

We'll ensure the workplace has ample sanitizer wipes and ask that employees regularly wipe down their workstations.

### **Provide ample hand sanitizer and tissues around the office**

Please cough and sneeze into tissues and immediately discard them. Use hand sanitizer after coughing, sneezing, touching your face, and regularly throughout the day.



**Temporarily ban visitors and non-essential personnel from the property**

This includes personal visitors and non-essential business visits from vendors, clients, and suppliers.

**Increase the frequency of cleanings**

Of all these measures, we cannot stress enough the importance of staying home when you're sick. Please do your part to keep everyone safe and healthy by refraining from going into work with symptoms even if you "feel fine."

As always, please feel free to contact any member of our staff at any time.

Thanks for your continued support in this uncertain time.

A handwritten signature in black ink that reads 'Ronald Schaefer'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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