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Hello QCI Healthcare Staff,

QCI Healthcare continues to monitor news and publications about the evolving spread of COVID-19. As of Thursday, March 12, there are 12 confirmed cases of COVID-19 in Michigan. Our office has been in contact with clients to monitor the Coronavirus. To help ensure that we keep our staff and clients safe, our office asks our team to take the following precautions:

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or when going into a facility.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Wash your hands after touching surfaces
- Avoid touching your face, nose, eyes, etc.
- Review the facility's emergency plan in case of a COVID-19 outbreak
- It is your responsibility to follow guideline and protocols required by each facility

We will continue to communicate with all our clients to ensure everyone is safe and to keep informed of how each client is handling the COVID-19 outbreak at their facility.

Please follow the facility protocols, provisions, and any screening that they may require from staff upon arrival to the facility for work. If patients show symptoms implement droplet precaution procedure, move them to an isolated room, and contact the local health department. Please ask DON at facilities of their current emergency contact information.

The QCI Healthcare offices will continue to monitor the news as it relates to the COVID-19 outbreak as well as communicate with our clients to continue to make you aware of any changes required to combat the spread of COVID-19.

Out of an abundance of caution, we are asking all staff that may have symptoms of acute respiratory illness to please stay home and contact your local Michigan Department of Health.

Information around this outbreak is changing rapidly. The latest information is available at Michigan.gov/Coronavirus and CDC.gov/Coronavirus.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Jewett', is written over a white rectangular background.

Kenneth D. Jewett
Chief Operating Officer
QCI Healthcare

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