

Hello Parents:

As we continue to hear about COVID-19 coronavirus, it has become very important to check in with our parents and children. As some of us might know, there have been some reported and substantiated cases within the NYC areas. The city, State and Federal government is taking measures to keep us safe. As part of Graham's larger community, we are writing to inform you that across the agency, we have taken precautionary measures led by our Operations Leadership Team by doing the following:

- **Ordering extra supplies of sanitizer and facial tissues for common areas in our offices. We have ordered mini-sanitizers for staff who work in the community.**
- **In our larger community based sites where there is a higher volume of traffic (Atlantic Ave, Webster Ave, Manhattanville Cornerstone, 127 W. 127th, and the Family Enrichment Center) we are increasing our daily cleaning routine to include intentional sanitizing of common areas, restrooms and food service areas.**

To ensure everyone remains healthy we are asking staff, when preparing or scheduling appointments for home-based visits, to be sure to ask all applicable family members the following 3 questions and we encourage you to do the same when someone is scheduled to visit your home:

- Have you traveled to a country for which the CDC has issued a [Level 2 or 3 travel designation within the last 14 days?](#)
- Have you had contact with any [Persons Under Investigation \(PUIs\) for COVID-19](#) within the last 14 days, OR with anyone with known COVID-19?
- Do you have any symptoms of a respiratory infection (e.g., cough, sore throat, fever, or shortness of breath)?

Staff engaged in direct contact with kids or families coming into a Graham location must confirm with them prior to their arrival at the site that they do not have any of the symptoms associated with the novel coronavirus. They must inquire as to whether they (or anyone living in their home) have respiratory illness with fever, cough, and difficulty breathing or have been diagnosed with COVID-19. The staff member should explain that we are asking all visitors to the site these questions so that anyone with symptoms will get medical attention before coming to the office.

We continue to encourage everyone to follow everyday habits that help prevent the spread of the virus. Please see a guidance below from the Centers for Disease Control regarding Prevention and Treatment. You can read more from the website at [www.CDC.gov](http://www.CDC.gov).

There is currently no vaccine to prevent the coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to the virus. However, as a reminder, the CDC and NYC Department of Health recommend everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

- Follow CDC's recommendations for using a facemask.
  - CDC does not recommend that people who are well wear a face mask to protect themselves from respiratory diseases, including COVID-19.
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for [health care workers](#) and [people who are taking care of someone in close settings](#) (at home or in a health care facility).
  - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

For information about handwashing, see [CDC's Handwashing](#) website.

For information specific to healthcare, see [CDC's Hand Hygiene in Healthcare Settings](#). These are everyday habits that can help prevent the spread of several viruses. CDC does have [specific guidance for travelers](#).

Treatment

There is no specific antiviral treatment recommended for COVID-19. People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately. See [Interim Guidance for Healthcare Professionals](#) for more information.

Thank you for your continue work with us. If you have any questions, please contact your Home Finder or supervisor.

Sincerely,  
Nosa Omoruyi  
Director Recruitment, Development and Support.