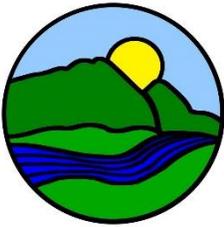


March 2, 2020

Good afternoon,

Please take time to read the below memorandum from the Medical Deputy Health Officer. This provides guidance for both students and employees regarding measures that can be taken now to prepare for and prevent the spread of illness at our institution. Also provided is a fact sheet about coronavirus disease 2019 (COVID-19).

Shauna McQuade
Director of Public Relations and Marketing



Jenelle Mayer, M.P.H., Health Officer
12501-12503 Willowbrook Road, SE
Cumberland, MD 21501-1745

301-759-5000 Phone
1-866-909-9629 Toll Free
<https://health.maryland.gov/allegany>

MEMORANDUM

Non-Pharmaceutical Interventions (NPI) for COVID-19, Influenza, and Similar Illnesses

TO: Public schools and institutions of higher education
FROM: Jennifer Corder, M.D., Deputy Health Officer
DATE: Wednesday, February 26, 2020

The rapidly evolving global situation involving Coronavirus Disease 2019 (COVID-19) is understandably causing concern locally, even though there have been no cases of COVID-19 in the state of Maryland to date. While CDC categorizes the risk of exposure to COVID-19 as being low at this time, public health officials are advising communities, schools, and businesses to be proactive in developing plans for combatting the spread of illness. Following is guidance regarding actions/policies that can be adopted now in order to prepare. We refer to these as non-pharmaceutical interventions (NPIs).

So, what is an NPI?

NPIs are preventive and treatment measures other than medications which can help limit or stop the spread of illness among the population. One way to think about it is this: the best offense is a good defense when it comes to illness prevention. At this point in time, the only "offense" against coronavirus would be a vaccine, which is not yet available. NPIs are our "defense."

Personal NPIs are individual actions we can take to prevent disease. Community NPIs are steps schools, businesses, and other organizations can take. Lastly, environmental NPIs create an environment that reduces the spread of illness.

Personal level NPIs:

The following actions can be taken every day, under ordinary circumstances:

- Staying home when you are sick.
- Covering coughs and sneezes with a tissue.
- Washing hands with soap and water or using hand sanitizer when soap and water is not available.

If community transmission of novel coronavirus occurs, there are measures you can take in addition to these everyday preventive actions. They include:

- Staying home if you have been exposed to a family or household member who is sick. Current advice is for 14 day self-isolation if exposed to novel coronavirus, with close watch for fever, cough or shortness of breath.
- Covering your nose and mouth with a mask or cloth if you are sick and around people or at a mass gathering in a community where sustained community transmission is occurring.

Community-level NPIs:

- **Flexibility with leave policies:** Ensuring sick leave policies are flexible and consistent with public health guidance, and that employees are aware of those policies. Policies should also allow leave for personnel who may need to stay home to take care of ill family members.
- **Social distancing:** Creating ways to increase distance between people in settings where people commonly come into close contact with one another. Specific priority settings include schools, workplaces, events, meetings, and other places where people gather. Proactive protections can include "work from home" policies, conference calls or virtual meetings, and available online/home study options for students.
- **Closures:** Temporarily closing child care centers, schools, places of worship, sporting events, concerts, festivals, conferences, and other settings where people gather.

Environmental-level NPIs:

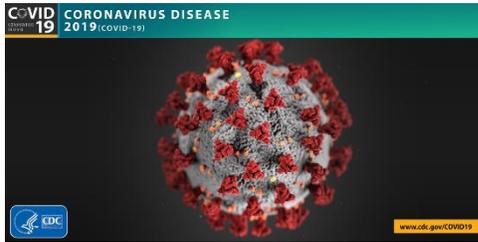
Environmental NPIs include routine surface cleaning that helps to eliminate the coronavirus virus from frequently touched surfaces and objects, such as toys, refrigerator handles, desks, and door knobs in homes, childcare facilities, schools, workplaces, and other settings where people regularly gather.

Public health professionals need the help of administrators of schools, workplaces, and community events to prevent the spread of respiratory illnesses like coronavirus in their area. Educating and reminding people to clean frequently touched surfaces and objects consistently at home, at school, at work and at large gatherings are an important part of an organization's or community's strategy for minimizing the risks caused by flu and other respiratory illnesses.

Additional information and resources:

Attached with this memo are fact sheets on COVID-19 and printable posters which can be posted in your facilities and common areas where they are highly visible. CDC is currently developing a guidance document for K-12 schools and that will be shared as soon as it is available. In the

meantime, you can access current information and general guidance directly from the Centers for Disease Control and Prevention (CDC) at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>



[Coronavirus Disease 2019 \(COVID-19\) | CDC](https://www.cdc.gov/coronavirus/2019-nCoV/index.html)

CDC is closely monitoring an outbreak caused by Coronavirus Disease 2019 (COVID-19) first identified in Wuhan City, Hubei Province, China.

www.cdc.gov