



MEMORANDUM

TO : All Staff, Board Members, Committee Members and Direct Service Providers

FROM : Dr. Victoria Byrd

DATE : March 17, 2020

RE : COVID-19 Response

To preserve the health and welfare of our employees, their families and our community, Sampson County Partnership for Children (SCPFC) **is closed to the public**. Additionally, the following actions to limit the direct and indirect exposure to the Coronavirus (COVID19) are effective today, March 17, 2020, until further notice.

Trainings, Consultation & Travel

- All trainings scheduled are cancelled or postponed until further notice.
- In-person service delivery staff visits, to include homes, childcare facilities and schools, are cancelled until further of notice.
- All staff travel is suspended until further notice.

Meetings and Events

- All meetings and events are canceled until further notice.

INFORMATION AND GUIDANCE

General Wellness Recommendations

- Stay at home if you or anyone in your household feels sick or presents a fever.
- Avoid touching your face without first washing your hands.
- Clean your hands thoroughly with soap and water, or with hand sanitizer immediately after coughing, sneezing, or blowing your nose.
- When coughing or sneezing, cover your mouth and nose with your sleeve or use a tissue that you then discard. Avoid physical contact such as shaking hands.
- Please observe any voluntary or mandatory quarantine from any health authority. For supervisors: employees should not be permitted to return to work until the quarantine period is over.
- Limit non-essential overseas travel, particularly to areas under a CDC advisory and view CDC travel guidelines frequently before, during and after global travel.

COMMON SYMPTOMS OF CORONAVIRUS

Everyone should be aware of the following primary symptoms of the Coronavirus, which are also symptoms of general colds and flu:

- Fever
- Difficulty breathing
- Sore throat/coughing

Note: Typically, Coronavirus cases do not include vomiting or gastrointestinal symptoms.

Links to Federal and State Government Information

- Governor Cooper's Declares State of Emergency:
<https://governor.nc.gov/news/governorcooper-declares-state-emergency-respond-coronavirus-covid-19>
- NC DHHS Coronavirus Website:
<https://www.ncdhhs.gov/divisions/publichealth/coronavirus-disease-2019-covid-19-response-north-carolina>
- Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Conclusion

This is a challenging time for all of us and we sincerely appreciate your understanding and willingness to support our organization as we work to do our part to protect the young children and families in our community. These short-term limitations and restrictions, while inconvenient, will mitigate long term effects to our workforce, their families and the community. **Please be assured that as soon as it is safe to do so, all our services will be reinstated to include the application process for SY 2020-2021 for NCPK.**

Finally, our telephone system does not offer a voicemail option; however, staff are in the office and available via phone Monday through Thursday from 8:00 AM until 5:00 PM. Please do not hesitate to contact us.

END OF MEMORANDUM