

Dear LCC Employees,

It has come to our attention that an LCC employee has been exposed to a person with a possible case of 2019 Novel Coronavirus (COVID-19). At this point, the employee is not displaying any symptoms of an infection. However, they are currently self-quarantined while they await the results of tests for COVID-19.

Next Steps

Your health and well-being are of the utmost importance. We are coordinating with the Washington State Department of Health. They recommend that each of us take the following steps regardless of where you report to work:

- Stay home when you are sick – this is very important for all illnesses, but especially for the duration of a respiratory illness
- Wash your hands and use alcohol-based sanitizer frequently
- Avoid touching your mouth, nose and eyes with unwashed hands
- Cover your coughs and sneezes by coughing into your elbow or a tissue
- Frequently clean and disinfect high-touch and common surfaces
- Enhance social distancing (more than 6 feet)
- Stay away from people who are sick
- If you have coronavirus symptoms – fever, cough and shortness of breath – contact your health care provider about what your next steps may be. Please also notify your supervisor so the agency can take any necessary steps.

If you are concerned about being in the office, please talk with you supervisor about whether telecommuting makes sense for you, especially if you are at higher risk of severe illness. People at higher risk include:

- People 60 and older
- People with underlying health conditions including heart disease, lung disease, or diabetes
- People who have weakened immune systems
- People who are pregnant

These high-risk guidelines may be adjusted and employees are encouraged to verify with the [CDC guidelines](#).

This is an evolving situation and I appreciate how difficult this can be. My thoughts are with our employees. It is important to take the steps outlined above to do your part. We will continue to keep staff updated on the situation and are committed to sharing information as we receive it.

More information specifically for our employees is available on [LCC's COVID-19 webpage](#), including options for employees who don't have childcare due to school closures.

Additional Details and Resources

Your mental health is just as important as your physical health. If this is a stressful time for you, remember that the [Employee Assistance Program \(EAP\)](#) is available as a resource. It is free and it is confidential.

For additional information, rely on trusted sources of information like the Washington Department of Health [coronavirus webpage](#) and the CDC's [coronavirus website](#). If you have specific questions that cannot be answered by these resources, you can call the Department of Health's public call center at **1-800-525-0127**, then wait and press #.

Kendra C. Sprague, J.D.

Vice President of Foundation, Human Resources, & Legal Affairs

Title IX Coordinator

Lower Columbia College

1600 Maple Street

P.O. Box 3010

Longview, WA 98632

(360) 442-2121

fax (360) 442-2129

ksprague@lowercolumbia.edu

Pronouns: she|her|hers