Internal Email to employees about Coronavirus COVID-19  

Friday, March 6, 2020

OHS staff,

The news about Coronavirus COVID-19 is changing rapidly, and we know you have many questions, especially about PTO and our attendance policy. With this in mind, we want to provide you all with a quick update.

Moving forward, you can expect weekly emails to address any questions you may have and share updates on any plans.

Here are steps that we are taking at OHS:
- HR is working with Finance to evaluate our attendance policy and develop guidelines in the event you need to stay home while coronavirus is a concern in our community.
- A cross-departmental team is meeting weekly to plan for a variety of scenarios to ensure that the animals always have the care they need. We already have a great process in place for inclement weather coverage and are using this as our model.
- The facilities team has been using hospital-grade disinfectant throughout the shelter, and high-touch areas are being cleaned daily.

Infection prevention is something we practice every day at OHS to keep the animals safe, so we already have many best practices ingrained in our culture.

While we don’t know the future impact of this virus, we can all be prepared.

What you can do:
- If you are sick, please stay home.
- Wash your hands frequently and avoid touching your face.
- Use good cough and sneezing etiquette.
- Check the CDC’s Traveler’s Health Notices if you have travel plans.