



LEIVINGSTON GROUP, LLC

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MEMORANDUM

TO: Levingston Group Employees

FROM: Mark Nixon *mgn*

RE: Information Concerning Coronavirus (COVID-19)

DATE: March 5, 2020

At Levingston, we strive to maintain a healthy and safe work environment for all persons working in our offices or onsite at assigned facilities.

Most of us are aware of the recent outbreak of Coronavirus (COVID-19) throughout the world. With the advent of discovery of cases in the United States, the Centers for Disease Control and Prevention (CDC) have generated informational advisories.

The CDC advises that the best way to prevent illness is to avoid being exposed to this virus. They also recommend everyday preventive actions to help prevent the spread of respiratory diseases, including COVID-19, as follows:

- 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 available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- 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 facemask 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 workers](#) and [people who are taking care of someone in close settings](#) (at home or in a health care facility).

Levingston Group encourages our employees to understand the importance of:

1. Following the above preventive measures;
2. Staying home should you have symptoms of an acute respiratory illness; and
3. Not returning to work until you are free of fever (100.5° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms *for at least 24 hours*, without the use of fever-reducing or other symptom-altering medications.

Personnel Protective Equipment (PPE):

We want to also remind employees that special care should be given to inspection, cleaning, and/or replacement of respirators or respiratory protection equipment used in our job tasks. This will help in the prevention of spreading COVID-19. Contact Levingston Safety at 337-313-1354 with any questions relating to respirator cleaning and/or replacement.

Thank you for contributing to a safe and healthy workplace at Levingston Group.

Also included below is partial information concerning Coronavirus (COVID-19) as published on the Center for Disease Control website – www.cdc.gov

How COVID-19 Spreads

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Spread from contact with infected surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

How easily the virus spreads

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.



Watch for symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear **2-14 days after exposure.***

- Fever
- Cough
- Shortness of breath

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.

