



MEMORANDUM – FOR INTERNAL RELEASE ONLY

TO: [REDACTED]

From: Kimberley Causey-Gomez
Commissioner of Human Services

cc: DHS Senior Staff
[REDACTED]
Justa Encarnacion, Commissioner
Dr. Esther Ellis, Territorial Epidemiologist
Union

Date: August 1, 2020

Subject: COVID-19 Exposure Notification – [REDACTED]

The Virgin Islands Department of Human Services has been informed that a [REDACTED] [REDACTED] employee was tested for COVID and has been confirmed positive. The possibility of exposure to COVID has become greater with the rising number of positive cases in the Territory. Unfortunately, another one of our own DHS family is now affected. The employee has not been on the facility since [REDACTED] 2020. We want to support our colleague and their family during this difficult time as they are well and quarantining at home. All close contacts, including coworkers, are being notified to ensure their safety.

The following is the plan of action to ascertain the COVID status of staff at [REDACTED] and to ensure everyone's safety:

- The screening protocol, including temperature checks for ALL persons attempting to enter the facility will continue.
- [REDACTED] COVID testing of all staff [REDACTED] by Department of Health's Division of Epidemiology is being scheduled this week [REDACTED]
- Professional cleaning/sanitization is being arranged to take place as soon as possible.

- Meetings will staff will be ongoing to address concerns and reiterate facility protocol and safety precautions outlined by CDC and the Department of Health.

It is important to take the following precautions mandated by the VI Department of Health seriously to help prevent the spread of this and other viruses. You are required to:

- *Wear face mask or facial covering*
- *Practice social distancing*
- *Clean your hands often*
- *Wash with soap and water for at least 20 seconds*
- *Use hand sanitizer that contains at least 60% alcohol*
- *Routinely clean and disinfect frequently touched surfaces*

PLEASE KEEP IN MIND THE SYMPTOMS OF COVID-19 CAN INCLUDE:

- *Fever or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Muscle or body aches*
- *Loss of taste or smell*
- *Some people can develop a more severe illness*

Please notify [REDACTED] or the Administrator [REDACTED] with any questions and/or concerns. For additional information on how to protect yourself and your family, visit the V.I.DOH website at <https://doh.vi.gov/> and if you present symptoms **please remain at home** and contact the COVID-19 hotline at (340) 712-6299 or (340) 776-1519.

I ask that we continue to keep ourselves, our coworkers, and our loved ones safe by continuing good hygiene practices. Together we will get through this. Thank you.

RECEIVED:

Signature of Employee Date/Time

Print Name/Position Title