



650 Second Street, Encinitas, CA 92024 • (760) 753-1156 • www.CRCNCC.org

March 13, 2020

Dear CRC Community,

While the health risk for COVID-19 (coronavirus) in San Diego County remains low, we continue to monitor the situation closely. Mindful that CRC is a place where people come to receive essential needs for day-to-day living; I want to assure you that the health and safety of our staff, clients and community is our top priority.

Therefore, I want to make you aware of some of the steps we are taking to ensure ongoing service and community health as we deal with ongoing updates regarding coronavirus.

This means that our team is working diligently to continue to:

- *Educate our employees on the hazards of the virus, and what they can do to prevent the spread of germs and viruses.*
- *Provide a safe environment for all.* We have distributed materials to our staff providing information about the virus and preventive measures staff can take. Employees and volunteers have been asked not to come to work if they display symptoms of illness or have traveled outside the country. Our employees have paid sick leave and will stay home if they are sick.
- *Carry out cleanliness standards shared by the CDC and the San Diego County Health Department.* We are sanitizing all of our surfaces and telling employees to sanitize their hands regularly.
- *Maintain regular programming and operations at Integrative Service Office, Food and Nutrition Center, Emergency and Transitional Shelters, Carlsbad Counseling Office and Resale Stores.* Our operating hours remain in full effect and our planned programming is running as usual. If any adjustment is made, we will be sure to notify the community.

9 Things everyone can do for personal health and safety, as well as that of others:

1. Stay home if you are sick.
2. Wash hands - with warm water and soap - for at least 20 seconds.



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3. Use alcohol-based hand sanitizer that contains at least 60% alcohol, if soap and water is unavailable.
4. Avoid touching your face.
5. Cover cough or sneeze using your elbow and not your hand.
6. Avoid close contact with people, observing appropriate social distance and behaviors – especially to inhibit the chance that a cough or sneeze could travel between people
7. Avoid shaking hands to prevent the spread of germs. Consider a quick wave or elbow bump.
8. If you sneeze, cover your mouth with a tissue, throw it in the trash and wash your hands.
9. Consider using a paper towel or tissue to open common area doors, wherever possible.

For additional information about COVID-19, I encourage you to visit the **Centers for Disease Control** at www.cdc.gov, the **San Diego County Health Department** at www.sandiegocounty.gov/coronavirus or www.countynewscenter.com/covid-19-be-prepared/ .

I will be providing updates about our services, programs and events as we respond to the unfolding information, or visit our website for more information at crcncc.org.

In your service,

A handwritten signature in blue ink, appearing to read "John Van Cleef". The signature is fluid and cursive, with the first name "John" being the most prominent part.

John Van Cleef
Chief Executive Officer