

COVID-19 Response

I am writing this in order to clarify what I expect us to do in order to keep us and our loved ones protected. It will take each of us to respect these guidelines in order to keep business as usual. As we will be dealing with the public, cash, and peoples personal items we must ensure good hygiene and common sense practices.

How long does it survive on surfaces?

[This preprint from Doremalen et al](#) contains the best we know so far. However, we know that temperature and humidity both have significant effects on a virus' ability to persist in the environment. Under the specific conditions used in the paper (65% relative humidity, ~70F/22C), **a piece of plastic or stainless steel that was contaminated might still have viable virus up to 2-3 days later. On other surfaces: copper had viable virus up to 4 hours later, and cardboard had virus up to 24 hours later. This tells us that transmission through touching objects is definitely possible.** It's important to note though that these numbers are only valid for the lab condition, under specific humidity/temperature. Viral viability changes as a function of heat and temperature, too.

But, the only way this virus gets into your lungs from that surface is if you bring it there! The best way to manage this is to treat surfaces as if they might be contaminated. If you touch a table at a cafe, don't touch your face right after. Don't lick your finger after touching a doorknob. Definitely don't lick the doorknob itself.

Caveat: This sounds like it's really easy to not do. After all, who would lick a dirty hand? But, it really is a pretty difficult thing to not do through an entire day. Every time you take your glasses off, scratch an itch, rub your nose... if your hands are contaminated, then you just put yourself at risk of infecting yourself. Washing your hands often will reduce this chance.

How we Attack it!

We don't know much yet about how long the virus can stay airborne for, and how infectious it is while airborne. Droplets are usually heavier and fall to the ground quickly, and have a shorter range that they can travel (because they're heavier).

Practice good hygiene

Stop handshaking – use other noncontact methods of greeting

Clean hands at the door and schedule regular hand washing

Wash hands at least every hour and before and after eating lunch

Wash hands vigorously for at least 20 seconds

Do not leave water running while you are washing your hands!

Use water to rinse your hands

Emphasizing again, if you touch a surface that has the virus on it, and then touch your face, you might have just just given yourself the virus. Wash your hands!!

Avoid touching your faces and cover coughs and sneezes

Keep a safe distance and avoid close contact from others including co workers and customers.

1) 5-6 ft should be a fine distance

2) By close contact, I mean sharing-utensils-and-cups, spending lots of time together while having close contact.

3) While working out a deal on a loan or sale, just take one step away from the counter to ensure you are at a safe distance.

Disinfect surfaces like doorknobs, tables, desks, keyboard and mouse regularly

Do not use cell phone during work hours

While eating lunch will be the only exception.

Make sure to disinfect phones before use

Wash hands before and after lunch

Increase ventilation by opening windows or adjusting air conditioning

Limit food sharing

Use Fans on front desk to help keep droplet transmission away. Make it part of the morning routine before opening. Point fans towards where customers would normally stand at the counter. Do this before we open, not as you're dealing with customers.

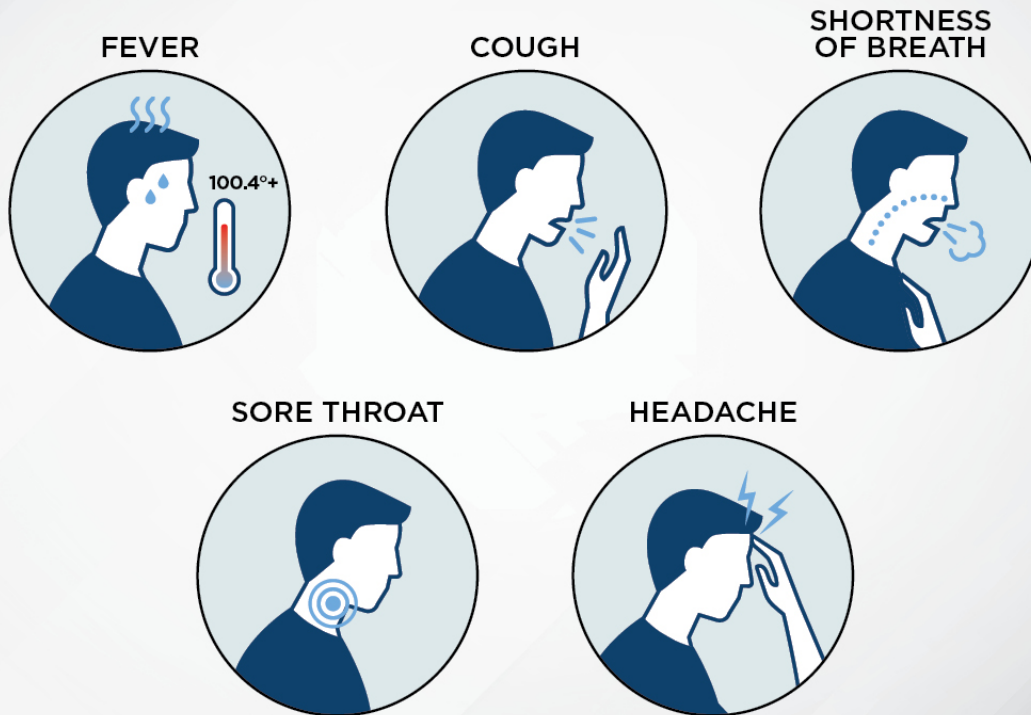
Each employee should keep a pen on them and only used personally, do not share pen or leave pen around.

Have customers use a pen kept on counter, and be sure to disinfect after each use.

Stay at home if...

You are feeling sick or have a member in your home that is ill.

FIVE SYMPTOMS OF COVID 19



FACTS. ::
OVER FEAR
COVID-19

This is meant to help us navigate through this Virus, and give a clear path to staying healthy and continue our day to day the best we can. I expect each of us to follow these guidelines responsibly. As in using the appropriate amount of soap, Lysol, Purel, etc. Do not use an excessive amounts as these supplies are not only being paid for by the company, but running out due to lack of appreciation of what we have at our disposal is not acceptable. I appreciate your time reading this, and abiding by what it states.

Finally, look out for one another and we will be best prepared! Thank you.