



# Corrections and Community Supervision

ANDREW M. CUOMO  
Governor

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Acting Commissioner

## MEMORANDUM

TO: Superintendents  
Bureau Chiefs  
Division Heads  
Regional Medical Directors  
Facility Health Services Directors  
Nurse Administrators

FROM: John Morley, MD, Deputy Commissioner/Chief Medical Officer

SUBJECT: Novel Coronavirus - COVID-19 Precautions

DATE: March 3, 2020

The novel coronavirus that has been in the press the last several weeks - COVID-19 - has arrived in New York State. Viruses in the coronavirus family are a known cause of upper respiratory infections resembling influenza. 80% of infected individuals have very mild illness.

In an effort to provide additional information regarding COVID-19, please be aware of the following:

- If you have symptoms and have recently traveled to China, Iran, or at-risk areas in Italy and South Korea, or if you have been in close contact with someone who has, you should seek medical care right away. Call ahead and explain your symptoms and travel.
- Symptoms of COVID-19, similar to influenza, include cough, fever and trouble breathing.
- There are simple steps we can all take to stop the spread of COVID-19 and other respiratory viruses:
  - Wash your hands frequently with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
  - Ensure hand sanitizer and soap dispensers are adequately maintained, cleaned and filled.
  - Avoid touching your eyes, nose and mouth with unwashed hands.
  - Avoid close contact with people who are sick.
  - **Stay home when you are sick.**
  - Cover your cough or sneeze with a tissue.
  - Clean and disinfect frequently touched objects and surfaces like your cell phone.

- When performing disinfection procedures, gloves must always be worn, and hands must be washed after gloves are removed. Utilize the following cleaning agents as described below:
  - Super Sani-Cloth Wipes – to be used on all medical equipment, patient care areas and reusable personal protective equipment.
  - 1:10 mixture of bleach and water – to be used on all high-touch surfaces such as counters, tabletops, doorknobs, toilets, phones, keyboards and bedside tables, in addition to any surfaces that may have body fluids on them.
- New Yorkers can call the Department of Health's coronavirus hotline at **1-888-364-3065** with any concerns about symptoms or travel. In addition, visit the Department of Health's dedicated website at <https://www.health.ny.gov/diseases/communicable/coronavirus/> for more resources and updates about COVID-19.

Questions regarding this matter should be directed to your Infection Control Nurse.

**Please ensure the following memorandum is read at all lineups for 96 hours and posted conspicuously on all bulletin boards in employee areas, visit processing areas, and visiting rooms.**