



March 6, 2020

Dear Staff:

You may have seen the recent news that Maryland Governor Larry Hogan, declared a state of emergency in response to the COVID-19 (coronavirus) being confirmed in Maryland on Thursday evening.

Governor Hogan stated, "We have been actively preparing for this situation over the last several weeks across all levels of government. I encourage all Marylanders not to panic, but to take this seriously and to stay informed as we continue to provide updates".

Similar to the State of Maryland, NCIA's leadership team has been monitoring this situation closely as well. We have been following the U.S. Centers for Disease Control and Prevention (CDC) guidelines closely and monitoring the instructions of the Maryland Health Department.

Any and all important updates will be posted on the NCIA web page, social media, text line, and email.

Following the direction of Governor Hogan, all facilities and programs remain open as scheduled. **IF** any necessary closings are made the standard emergency / inclement weather procedures will be followed.

Remember, prevention measures center on frequent hand-washing, covering coughs and sneezes, and separating people who have respiratory symptoms. Treatment for COVID-19, as with any coronavirus infection like the common cold, includes the use of over-the-counter fever-relievers, drinking plenty of fluids and resting at home to help relieve symptoms.

If you have any questions please feel free to contact your direct supervisor or NCIA's HR Director, Sandra Mock-Myers.

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NCIA SERVICES

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individual focus. community perspective.