TO: All Attendant Care Workers (ACEs)
FROM: Human Resources
SUBJECT: COVID-19 Caregiver Training
DATE: March 16, 2020

While we are sure you have been inundated with information and advice regarding the Coronavirus, it is a continually evolving situation and we thought it important to connect from a caregiver perspective with precautions and recommendations for keeping yourself, as well as your consumers, safe from the spread of COVID-19.

Attached you will find a learning guide designed to assist with understanding the Coronavirus or COVID-19. This training was prepared by registered nurses (RNs) specifically for caregivers.

We would like to ask you to complete this training module whenever it is convenient for you. It should take no more than 30 minutes. At the end of the training is a short quiz. We ask that you take the quiz and return it to the Human Resources Dept. no later than March 31st either by:

- Fax: 603-717-0823
- Email: HR@gsil.org
- Mail: 21 Chenell Drive, Concord, NH 03301, ATTN: HR Dept.

For those completed quizzes received by March 31st, we will include an additional 30 minutes (1/2 hour) of pay to your next paycheck.

If you have any questions about the content of this training, you are encouraged to reach out to your coordinator.

Remember:
- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.

***Thank you for taking the time to complete this very important training***