

MEMO: Staff, Participants, Parents, Caregivers  
FROM: Michael Maybee  
DATE: March 27, 2020  
RE: **COVID-19 (Coronavirus)**

As we continue to monitor and assess the evolving situation and guidance issued by NC Department of Health and Human Services (DHHS) and the Center for Disease Control (CDC), regarding the COVID-19 (Coronavirus) I want to keep you informed of the actions we are taking at WOI:

- If the **GOVERNOR DECLARES STAY AT HOME** orders our services at **WOI WILL BE CLOSED** for participants.
- WE are very proud at WOI that we are assembling and packaging the sample collection vials used in the **COVID 19 test kits and lab testing**. Those sample collection tubes you see being used in news stories showing COVID 19 testing are assembled and packaged right here in our plant. We received an order for 750,000 last week and another order is coming tomorrow, along with orders for other vials used in lab testing. **The end customers are CDC, NIH, LabCorp and other testing labs. We take very serious and are very proud of the important role we are playing in the United States war against COVID 19.**
- **Our manufacturing department will be operating as an essential business if the Governors mandates stay at home orders. Clients/participants will stay at home**
  - Our management team continues to monitor and assess the situation daily.
  - Due to medical manufacturing, all flat manufacturing surfaces are wiped with alcohol four times a day.
  - Visitors are not allowed during this pandemic
  - Any employee, who is symptomatic- coughing, sneezing, with fever of **100.4** or higher will be asked to go home and not return until 72 hours have passed since recovery (including fever –free) and 7 days have passed since first symptoms.
  - We no longer allow hand-touch greetings and encourage other greetings with staff, participants, and visitors.
- Wash your hands often with soap and water for at least 20 seconds (Sing “Happy Birthday” twice).
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay at home when you are sick (coughing sneezing, fever of **100.4**).
- Cover your cough or sneeze with a tissue, then throw the tissue away (**Do not cough in your hand**).
- Clean and disinfect frequently touched objects and surfaces using regular household cleaning spray.

Much valuable and **accurate** information on COVID-19 is also available at **[ncdhhs.gov/covid19](https://ncdhhs.gov/covid19)**.  
Due to inaccuracies, I highly recommend you avoid social media for information regarding this situation.

We will continue to keep you informed as this situation evolves.