



MEMO: Staff, Participants, Parents, Caregivers  
FROM: Michael Maybee  
DATE: March 30, 2020  
RE: **WOI services during COVID-19 (Coronavirus)**

I hope this finds all of you and your family well.

The memo I sent out last Friday 3/27 was written before the Governors news conference announcing his stay at home order and its details. Below are some important points about WOI's ongoing services per the details of the Governors order.

- Per the order **WOI's services are designated Essential Service and Business Operations** and as such **we are open for services**. This includes our IDD services through VAYA and our NC Vocational Rehabilitation services.
- **If you choose to receive these services, we will be open for you.**

**I assure you we are taking all the proper precautions at our locations including:**

- Due to medical manufacturing, all flat manufacturing surfaces are wiped with alcohol four times a day.
- **Visitors are not allowed** during this pandemic.
- **All employee's and participant's temperatures are taken as they enter the building** in the morning.
- Anyone 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.
- Everyone **must sanitize hands before being allowed past reception area**.
- We are following **strict social distancing guidelines**, no closer than 6 feet.
- Encouraging everyone **to avoid touching their eyes, nose, and mouth**.
- We are encouraging appropriate **hand washing and sanitizing throughout the day**.
- Encouraging all to **cover any cough or sneeze** with a tissue, then throw the tissue away (**Do not cough in your hand**).
- **No community trips** to locations **other than parks or outdoor areas for walks** etc. per the Governors order.
- We **no longer allow hand-touch greetings** and encourage other greetings with staff, participants.
- Our management team **continues to monitor and assess the situation daily**.

We are also very proud that at WOI Boone **we are assembling and packaging the sample collection vials used in the actual 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 this week, along with orders for other vials used in lab testing. The end customers are **CDC, NIH, LabCorp** and other testing labs. **We take this very serious and are very proud of the important role we are playing in the United States war against COVID 19.**

- As such **WOI manufacturing will be also be operating as an essential business per the Governors order.**

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.