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**Southern California  
Hospital at Van Nuys  
14433 Emelita St.  
Van Nuys, CA 91401**

DATE: March 6, 2020  
TO: SEIU 121 RN  
FROM: Nina Rosenfeld, Administrator  
SUBJECT: Coronavirus Preparedness Update

We want to share with you some important information about our enterprise-wide efforts to help ensure we are prepared to respond to any potential novel coronavirus (COVID-19) cases that may present at our facilities.

We are closely monitoring the outbreak of COVID-19 that originated in December in Wuhan City, Hubei Province, China and has now spread to many other countries, including the U.S., and we are in frequent communication with the appropriate local and state healthcare agencies in our markets as well as with the Centers for Disease Control and Prevention (CDC).

Our most important priority is ensuring the safety and security of our patients, staff and physicians. To that end, we have taken the following steps to prepare for any outbreak of COVID-19 in the communities we serve:

- Created a company-wide, multidisciplinary COVID-19 and Seasonal Flu Task Force, which meets frequently to review and respond to the current situation and prepare for potential future scenarios
- Adopted the CDC-recommended strategic plan for COVID-19 management with a focus on minimizing exposure, adherence to Standard, Contact, and Airborne Precautions, providing appropriate care, consistent cleaning and disinfection processes, and continued communication with local, state and federal healthcare agencies
- Continued to work closely with our vendors to ensure an adequate supply of personal protective equipment (PPE) including masks, gloves and gowns
- Put in place a 5-step protocol based on guidelines from the CDC for the evaluation of persons under investigation for COVID-19 that minimizes exposure to staff and others. The protocol is updated as we receive updates from the CDC
- Completed environmental checks on all negative pressure rooms at our facilities
- Implemented a COVID-19 management plan at every hospital, with oversight by hospital leadership and Infection Control
- Completed Desk Top COVID-19 response drills at our hospitals to test and improve systems and processes



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We want to remind you that there are precautions we can all take to help minimize our personal exposure to COVID-19. While there is currently no vaccine to prevent COVID-19, the best way to prevent illness is to avoid being exposed to the virus. The CDC recommends everyday preventive actions to help prevent the spread of respiratory diseases such as COVID-19, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces at home using a regular household cleaning spray or wipe.

Finally, we can all help to prevent the spread of infectious diseases by maintaining good hand hygiene:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

We will provide you with more updates as information becomes available.