

From: Erika Seward <erika@bylt.org>

Sent: Sunday, November 8, 2020 8:17 AM

To: Sarah West <sarah@bylt.org>; Erin Tarr <erin@bylt.org>; Felicia Van Hecke <felicia@bylt.org>; Lisa Hooper <lisa@bylt.org>; Shaun Clarke <shaun@bylt.org>; Bill Haire <bwillhaire@aol.com>; Chemane Borello <chemane@bylt.org>

Cc: robin <robin@the-milams.com>; Robert Smail <robert.l.smail@gmail.com>

Subject: Re: Coronavirus Exposure Notice - office closed until further notice

Thanks Robin.

All - here is a [link](#) to the CDC and italicized information on the suggested business response. The exposed person was last in the office on Wednesday and not exhibiting symptoms. Although office protocol has included disinfecting shared spaces, maintaining 6 feet of distance and wearing masks, please let volunteers or others know that may have been in the office that day. While we are taking the precautions necessary to ensure workplace safety, our Governance Committee has advised a conservative approach. It is likely the office will reopen after 11/14. If anyone has any questions, please reach out directly.

Take action if an employee is suspected or confirmed to have COVID-19 infection:

In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:

- *Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.*
- *During this waiting period, open outside doors and windows to increase air circulation in these areas.*

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Who needs to quarantine?

People who have been in [close contact](#) with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

What counts as [close contact](#)?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take

Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
- If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19

On Fri, Nov 6, 2020 at 7:46 PM <robin@the-milams.com> wrote:

Thanks Erika and all.

I send my care and concern for each of you. I do hope everyone and your loved ones are well.

It sounds like you and our team are taking appropriate actions. If you need support in any way, please let me know.

Most affectionately,

Robin

Robin Milam
Board of Directors
Bear Yuba Land Trust
530 263-1483 (cell/text)

From: Erika Seward <erika@bylt.org>

Sent: Friday, November 6, 2020 3:52 PM

To: Sarah West <sarah@bylt.org>; Felicia Van Hecke <felicia@bylt.org>; Lisa Hooper <lisa@bylt.org>;

Shaun Clarke <shaun@bylt.org>; Bill Haire <billhaire@aol.com>; Chemane Borello <chemane@bylt.org>

Cc: Erin Tarr <erin@bylt.org>; Robert Smail <robert.l.smail@gmail.com>; robin <robin@the-milams.com>; Litchfield Law Office <litchfieldlaw@att.net>; Terry Hundemer <terryhundemer@gmail.com>; Fred Holden <fredholdenjr@gmail.com>; Andy Cassano <andynevada@gmail.com>; flyfotr <flyfotr@comcast.net>; Kathryn McCamant <kmccamant@cohousing-solutions.com>; Mike Chapel <mchapel9434@gmail.com>; christina anne sher <sherrs@infostations.com>; trent pridemore <trentpridemore@gmail.com>; Debbie Wivholm <debbie@mcsweeneyandassociates.com>

Subject: Coronavirus Exposure Notice - office closed until further notice

Dear Board and Staff,

An employee was exposed to someone who tested positive for the Coronavirus on Sunday, November 1. The employee has not exhibited symptoms, is under quarantine and was tested yesterday. A second test will take place on 11/12.

While the office has been closed to the public, **we will now be closing the office until further notice** with a deep cleaning scheduled for next week.

If you have any questions or concerns, please do not hesitate to contact me or Erin.

Thank you,
Erika

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Erika Seward, M.S.E. (she/her/hers | [why pronouns matter](#))
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