



Abby Vans Inc.
1115 West Fourth Street
Neillsville, WI 54456
Phone: 715-743-3364 or 800-236-8438

Attention: All Drivers
From: Management
Date: March 17, 2020
Subject: COVID-19 and Influenza Precautions

We, at Abby Vans, are concerned for the health and well-being of both our clients and employees, and are daily monitoring the recommendations of the CDC, the Wisconsin DHS and WisDOT. We are following their lead on taking additional precautionary measures in providing Non-Emergency Transportation.

We advise that if you have any symptoms of the coronavirus or influenza, or if you have been exposed to someone with the coronavirus or influenza, you should take time off work. If you are sick, please call in as soon as possible so that you do not infect others.

Please be sure to **frequently and properly wash your hands with soap and water** and/or use a hand-sanitizer with at least 60% alcohol, and keep your hands away from your face. If you have to cough or sneeze do so into a tissue, your elbow or your shoulder, and practice social distancing.

You are instructed to daily clean and disinfect all hard surfaces in your vehicle. This includes inside door surface/pockets, door handles, seats and seatbelts. If you have transported someone with symptoms, you must clean and disinfect the vehicle again and open windows to air out the vehicle, prior to transporting other clients.

- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Check to ensure the product is not past its expiration date.
 - Never mix household bleach with ammonia or any other cleanser.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - **5 tablespoons (1/3rd cup) bleach per gallon of water or**
 - **4 teaspoons bleach per quart of water**

For cloth or porous surfaces DO NOT, use bleach but just soap and water and disinfectant

At this time, we are asking clients to follow CDC directions for non-emergency transportation. Clients needing medical care, such as dialysis or therapy following a recent surgery, should continue to utilize our transportation services. Clients should consult their medical providers to determine what appointments they need to keep and which ones to reschedule for a later time.

Clients that believe they have been infected with the coronavirus or influenza should contact their medical provider for direction prior to setting up transportation with us. The medical provider may advise wearing a mask or using a specific entrance into the facility. Clients should inform the Abby Vans Office when setting up transportation if they are showing symptoms of either the coronavirus or influenza or been exposed to someone who has been infected.

At this time, Abby Vans does not have masks available for issue. Clients with symptoms are responsible to provide their own mask or some type of facial covering, i.e., a bandana or scarf, to help prevent the spread of the virus.

Abby Vans will continue to re-evaluate and update you and our clients as recommendations change. We appreciate your help in these matters.

The following are resources for your information.

Marshfield Clinic Health Systems **Coronavirus(COVID-19) Helpline : 1-877-998-0880**

LIVE UPDATES Coronavirus (COVID-19): what you need to know:

<https://www.marshfieldclinic.org/specialties/infectious-diseases/coronavirus-update>

CDC reference questions:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Wisconsin Department of Health Services info: <https://www.dhs.wisconsin.gov/disease/covid-19.htm>