TEXAS
Health and Human Services

Texas Health and Human Services Commission

Phil Wilson
Executive Commissioner

March 30, 2020

Houston 10200 I-10 East Team,

This notice is to advise you that one of your co-workers has been diagnosed with the coronavirus disease 2019 (COVID- 19). This means you MAY have been exposed, but please be assured your co-worker is under the care of medical professionals.

The Centers for Disease Control and Prevention (CDC) recommends that anyone with possible exposure to someone who has tested positive for COVID-19 self-quarantine for 14 days from the date of the last possible exposure. The date of the last possible exposure for your office was March 20, 2020. Out of an abundance of caution for your health and safety, I am closing this office, effective immediately and through the remainder of the recommended quarantine period. The office is scheduled to reopen Monday, April 6, 2020.

HHS facility management has been alerted and has already taken steps to sanitize the office using CDC-approved methods.

During this time, it is important for you to pay close attention to any changes in your health. These include symptoms associated with COVID-19, such as fever, cough and shortness of breath. You are encouraged to go to the DSHS coronavirus webpage for the latest news and information.

Should you develop symptoms, please contact your health care provider for further guidance. If you have been identified as high risk, you may receive a call from local health department staff to complete a telephone assessment.

The Employee Assistance Program is another resource available to you during this time. The helpline number is 866-327-2400 and the website is www.txhhsseap.com.

Should you have questions, reach out to your supervisor or regional director.

Sincerely,

Wayne Salter
Deputy Executive Commissioner
Access and Eligibility Services