

Mercy Volunteer Corps  
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Gwynedd Valley, PA 19437  
215.641.5535

March 4, 2020

Dear Mercy Volunteers,

With the [CDC](#) and [WHO](#) keeping a close watch on the outbreak and spreading of the Coronavirus, Mercy Volunteer Corps would like to emphasize our concern for your health and safety. This notice is precautionary to ensure the health and safety of our Mercy Volunteer Corps community.

**If you become ill or experience flu-like symptoms, please do not go to your service site.**

Contact your Site Supervisor or Human Resources Department in a timely manner to request sick-leave. Please follow any directives of your service site in response to the Coronavirus. If you need assistance locating a doctor in your city, need extensive time off from your service site, or have additional concerns, please contact your Community Coordinator.

In addition, remember to follow the below preventative tips to avoid the spread of the flu (and the common cold!) in your community:

- Cover your mouth when coughing and sneezing
- Avoid touching your nose and mouth when possible
- Wash your hands often with soap for at least 20 seconds each time you wash
- Keep common areas clean, especially the kitchen, to avoid the spreading of germs

Please see this [FAQ](#) for additional information.

We are grateful for each of you and your dedication to walking with the most marginalized members of our society during this time. If you have any questions or concerns, please do not hesitate to notify me or any member of staff.

In gratitude and Mercy,

Marian Uba  
*Executive Director*  
Mercy Volunteer Corps