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## Notice of Exposure to a Communicable Disease

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**To:** All Staff  
**Date:** January 7, 2021

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We have just been notified that one of our employees working at 159 Bayview Avenue has been diagnosed with the novel coronavirus, also known as COVID-19.

According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform Administration and contact your health practitioner. Great Neck Library will keep all medical information confidential and will only disclose it on a need-to-know basis.

The entire building will be sanitized by our professional cleaning company. We will continue to enforce social distancing, mask wearing, providing hand sanitizer and promote hand-washing for the safety of all patrons and staff.

If you have any concerns, we recommend that you reach out to your health practitioner. More information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

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