



# XINCON

THE QUALITY OF YOUR LIFE, THE PEACE OF YOUR MIND.

## Due to COVID-19 outbreak Xincon presents Virtual Office

Due to COVID-19 Outbreak and the Executive Order, Xincon opens our virtual office to help our community and employees minimize unnecessary travel. Our virtual office will be able to handle all the functions, as well as all your questions. The following regular office functions can be found online:

- New Aide Register
- Submit physical form & documents
- Look for case
- Online Assist
- Online In-Services



If you have any questions, please scan our QR Code or text 007 to 888111 for our website.

We have limited office hours and limited staffs for this period of time, please see below for the details.

**\*\*\* Please bring your employee ID when you go to work. \*\*\***

Manhattan	:	Friday	10 am to 2 pm
Flushing	:	Friday	9 am to 2 pm
Brooklyn	:	Friday	10 am to 3 pm
Staten Island	:	Closed until further notice	
Long Island	:	Closed until further notice	

For timesheet, please fax to 1-212-560-9229

Or Scan and Email to: [ts@xinconcare.com](mailto:ts@xinconcare.com)

If you have any questions, please reach us at 212-560-9218 anytime.

## **CORONAVIRUS (COVID-19) SCREENING & REMINDER**

If you start experiencing

- sign and symptoms that likens to that of COVID-19 such as fever (100.4°F/38°C or higher), cough, shortness of breath, or sore throat or
- becomes exposed to anyone with the illness
- a person who is under investigation for COVID-19
- are ill with respiratory illness,

Then place yourself under self-quarantine and immediately notify Xincon Home Health Care Services

- Seek medical care.
- Call ahead before you go to a doctor's office or emergency room.
- Tell your doctor about your recent travel and your symptoms.
- Avoid contact with others.

**If you are diagnosed as with COVID-19, you must undergo mandatory quarantine and follow ALL directives from your medical provider. You MUST immediately notify Xincon**

Xincon Home Healthcare Services in accordance with New York State Department of Health (NYSDOH), and The Centers for Disease Control and Prevention (CDC) require that If you have travelled to and from any of the restricted countries\*\* within the last 14 days or is from a local town /city where a community-based spread of COVID-19 is occurring, Xincon will NOT allow you to resume work until at least 14 days after arriving back in the USA, and or 14 days from the last exposure to the virus. ***Please note that if you are sick, you CANNOT return to work until you are FULLY RECOVERED***

*As of today March 16, 2020, \*\*the restricted countries\*\* are (the list is subjected to change at any time):*

- China
- Iran
- South Korea
- Europe (Schengen Area): Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City
- United Kingdom and Ireland: England, Scotland, Wales, Northern Ireland, Republic of Ireland

Xincon, requires that you wash your hands for at least 20 seconds with soap and water

1. Immediately after entering a client's house
2. Before and after every procedure
3. After removing my gloves
4. Whenever my hands become visibly soiled
5. If I think my hands are dirty
6. Before eating or preparing meals
7. After toileting myself or client

If soap and water is not readily available will use at least a 60% Alcohol-based hand sanitizer to clean your hands, and then wash your hands with soap and water once it becomes available

8. Xincon also recommends that you carry your work clothes to work, and change into them once you get there, and from them prior to leaving for home

### **TIPS TO STAY WELL & HEALTHY**

#### **Maintain a Strong Immune System by:**

Eating well a balanced diet which consists of foods from these five (5) food groups daily:

- Vegetables
- Fruits
- Grains
- Protein
- Dairy

Poor nutrition increases your risk of becoming sick from infections and chronic disease.

Avoid stress as it weakens the immune system

Get adequate sleep

Exercise regularly

Don't smoke

If you drink alcohol, drink only in moderation

Cook your meats thoroughly

If you haven't taken the flu shot, it is advisable to do so now

## **WASH YOUR HANDS FREQUENTLY**