

Transplant Service

Heart & Lung Transplant
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March 24, 2020

To Whom It May Concern:

We are writing this letter on behalf of your employee, who has a medical condition **that increases the risk associated with Coronavirus infection.**

As you know, the medical community and the nation as a whole are working to prevent the spread of COVID-19. It is particularly important that vulnerable populations be protected from coming into contact with the virus.

For that reason, we would strongly encourage you to provide your employee with a workplace that reduces their chance of coming into contact with someone who has COVID-19. This would include:

1. **Allowing your employee to perform some or all of their duties from home whenever possible**
2. Providing a workspace that is at least six feet from other employees or members of the public
3. Allowing your employee to avoid anyone who is sick
4. Providing cleaning supplies that allow your employee to clean their workspace frequently
5. Ensuring that your employee can wash their hands with soap and clean water and/or hand sanitizer frequently
6. Minimizing or eliminating duties that require face-to-face interactions with the public or gathering in groups of 10 people or more

In addition, please refer to the following CDC website for employers to plan and respond to COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Thank you very much for partnering with us to prevent the spread of coronavirus and for keeping our patients safe and healthy.

Sincerely,

UCSF Transplant Services