

March 17, 2020

Dear Patients,

With so many news stories and significant announcements over the last few days regarding the COVID-19, we feel it is important to ensure you that the Cancer Center of Kansas (CCK) is diligently monitoring the Coronavirus and following guidelines provided by the CDC, the Kansas Department of Health and other government officials. CCK understands that you may have concerns regarding how this epidemic will affect your care and assures you that the health and safety of our patients is our highest priority.

Our mission remains the same, which is to provide personalized, quality and innovative cancer care to patients throughout the state of Kansas and we understand it is crucial we continue to keep our offices open to our patients by taking every preventative, health and safety measure possible within our offices.

With this in mind, please note some additional steps CCK is adopting to mitigate the chances of this virus coming into our office.

- In addition to the routine disinfection and cleaning process of our treatment and exam rooms, we are taking steps to more frequently disinfect highly-touched areas and surfaces such as door knobs, door access buttons, chairs and countertops.
- We will be rescheduling any follow-up visits with the physician that do not require immediate action in order for patients to not have to visit the office unless necessary.
- We are working to minimize wait times in our reception in order to limit patients' interactions with others.
- We will use privacy curtains or distance in treatment rooms, when available, to provide separation from others.
- We have implemented, effective immediately, a visitation policy limiting one adult guest per patient until further notice. In addition, we ask that no children are brought to any CCK office.

There are steps you can take to best protect yourself from the possibility of infection. It is suggested you avoid crowds larger than 10 people and do not leave home if you do not have to. You should avoid any travel or public transportation, especially air travel. You should continue to follow all other general recommendations by the CDC to help prevent the spread of any respiratory virus, which include the following:

- Wash hands, with soap and water, frequently and for a duration of at least 20 seconds.
- Use hand sanitizer gel (dispensers are available throughout our organization) when soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.

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- Clean and disinfect surfaces and objects you frequently touch (e.g. cell phones, laptops, keyboards, door handles, etc.).
- Avoid close contact with people exhibiting symptoms (fever, cough, etc.).
- Stay home if you exhibit symptoms (Patients with COVID-19 have had mild to severe respiratory illness with symptoms of: fever, cough and shortness of breath.)
- If not on active treatment and you have a fever greater than 100.3 degrees, remain at home until fever-free (without medication) for at least 24 hours.
- Cover your mouth and nose with a tissue when coughing and/or sneezing and dispose of tissues in trash receptacles. Wash your hands after coughing or sneezing.

Finally we ask that you do not come into our office if you have had a fever or cough, unexplained by underlying conditions, in the last 14 days or have traveled within the last 14 days internationally or to an affected geographic area. Per KDHE guidelines to date, self-quarantine is required if you have recently traveled to and or from a state with known widespread community transmission (including New York, Colorado, Washington State and California), on a cruise ship on or after March 15th, internationally on or after March 15th or have received notification from public health officials that you are a close contact of a laboratory-confirmed case of COVID-19. We ask that you continue to follow the most currently-available recommendations regarding self-quarantine as these may continue to change. If a person under quarantine develops symptoms of COVID-19 during their 14-day quarantine period, including a measured fever of 100.4 (F) or higher and lower respiratory symptoms like coughing or shortness of breath, they could contact their healthcare provider and tell them about their recent travel or other COVID-19 exposure.

We are watching with great sympathy and concern for our community and the entire world as we all do our part to protect one another. We will continue to monitor the situation and as information is rapidly changing daily, we will communicate additional information as it becomes available if there are any other updates, changes to recommendations or CCK's steps.

Regards,

CCK Management Team