

 D&S Diversified Technologies LLP Headmaster LLP	D&SDT-HEADMASTER LLP 625 Barney St., Ste A – Helena, MT 59602 MT: 800-393-8664 – Fax: 406-442-3357 Email: hdmaster@hdmaster.com 333 Oakland Avenue, Findlay, OH 45840 OH: 877-851-2355 – Fax: 419-422-8367 Email: hdmastereast@hdmaster.com Website: www.hdmaster.com	<i>Innovative, quality technology solutions throughout the United States since 1985.</i>
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March 6, 2020

Dear RN and Pharmacist Test Observers:

In order to keep ourselves, our candidates, and the community at large free from illness, as D&SDT-HEADMASTER Test Observers, we should take an active role and increase effort to sanitize ourselves and our workspace prior to and after each test event. The CDC recommends using a disinfectant wipe and hand washing. Please wipe down all materials (laminated signs used in testing) and surfaces prior to starting a test event and provide a hand sanitizer with at least 60% alcohol content for all candidates to use during testing.

Other preventative measures that are recommended for avoiding getting sick and staying healthy during this flu season are also applicable to COVID-19:

- Wash your hands often with soap and water or use alcohol-based sanitizer when you are unable to wash.
- Try not to touch your eyes, nose, or mouth. Germs are often spread this way.
- Get plenty of rest. Sleep is shown to help your body fight off illness.
- If you get sick, stay home to prevent spreading it to others. Supervisors are encouraged to be flexible and approve leave requests to the extent feasible within operational need.

Thank you for your continued, dedicated service to the health of our industry.

Very respectfully yours,

Sara Skowronski, MSN, RN
 RN Coordinator
 D&SDT-HEADMASTER