

MEMORANDUM

120.381

Date: March 11, 2020
To: Fresno Metropolitan Flood Control District Staff
From: Alan Hofmann, General Manager - Secretary
Subject: Information on Novel Coronavirus

It is important that we take precautions at this time to protect your health and those of your colleagues as each of us could be at risk from the current virus outbreak. While we don't know the magnitude of how it may affect us, we need to be proactive in our defense of the virus. There has been a lot of media attention and information circulating about the coronavirus. The following is sent to provide you with guidelines you should be aware of. Also attached are two documents regarding the coronavirus (COVID-19).

First, the Fresno Metropolitan Flood Control District offers a generous leave program to staff and recommends that you stay home any time you do not feel well, but especially now. Should the outbreak of the virus raise to a serious level, the District has adopted Emergency Policies that provides authority to the General Manager in such event.

The CDC recommends the following general guidelines for stopping the spread of germs and airborne respiratory viruses:

- Cover your coughs and sneezes with a tissue and then throw the tissue in the trash. If a tissue is not available, cough or sneeze into your upper sleeve.
- Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer; bottles are located throughout the office.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick. If you are sick, stay home.
- Clean and disinfect your work surfaces regularly.

For up to date information and best practices for any illness, please refer to the Center for Disease Control website or the California Department of Public Health. They are also the best source for answers to your questions regarding the Coronavirus:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

www.cdph.ca.gov/covid19

Other sources for relevant information are your own doctor and local county offices of health. This is our County's webpage:

<https://www.placer.ca.gov/6367/Novel-Coronavirus-COVID-19>

Let's all do our part to keep each other healthy.



FRESNO METROPOLITAN FLOOD CONTROL DISTRICT

Capturing Stormwater since 1956