

**From:** [Alan Hofmann](#)  
**To:** [FMFCD](#)  
**Subject:** New Orders from Fresno Mayor  
**Date:** Tuesday, April 14, 2020 3:07:28 PM  
**Attachments:** [image001.png](#)  
[2020.04.10 City of Fresno Order.pdf](#)  
[2020.4.15 Social Distancing Protocols \(002\).docx](#)

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Staff working at the District office or in the field.

On April 10, 2020, the City of Fresno extended and expanded their Shelter in Place Emergency Order 2020-13 (attached), until May 6, 2020. Essential businesses (except for hospitals) are now required to adhere to more stringent social distancing protocols. Please note that effective April 15, 2020, we will be posting, as mandated, the Districts "Social Distancing Protocols". Please review the attached protocols to familiarize yourself with what is expected for "Essential Business" employees that are not working at home. It is important that we comply with the employee obligations.

One of the conditions of the new Order is the use of masks by all employees. The use of masks is primarily when you are in a common areas of the office and near other employees. While contained in your office or cubicle with no other employees near, I leave it to your discretion to use the mask, but it must be worn as noted when you are not in your office or cubicle. For field personnel, the use of the mask is only required when you are outside your vehicle near other employees or in view of the public. We need to set a good example that the District is being compliant and assisting in the non-transmittal of COVID-19.

I appreciate everyone in the office taking the time to fill out the self-evaluation forms every morning. Within the next couple of days, we are anticipating the receipt of two (2) digital forehead thermometers for taking your temperature to assist in filling out the self-evaluation form.

Surgical masks (3M 1810F) have been made available in the office and/or distributed to field staff. As noted, effective April 15, it is a requirement that all employees working from the essential businesses wear facial coverings throughout the day (as described above). The surgical masks that were distributed are not considered personal protective equipment (PPE). The masks prevent droplets from being expelled into the environment by the wearer and protect others in the office or in the field from those droplets being shared. This is a barrier, minimizing direct transmission of infectious agents from you to your co-workers or the public. Below is directions on how to apply and remove the mask.

I appreciate your continued diligence towards the District's work product during this shelter-in-place emergency. Your adherence to continuing the work of this agency is more important than you might imagine.

I pray that you and your family are safe during this time and that we will be back together in a more normal work environment soon.

Sincerely

Alan  
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## How To Apply and Remove a Surgical Mask



1. Open up the mask pleats by gently pulling the top and bottom.



2. Slightly bend the nose clip and place the mask over the face, covering the nose and the chin.



3. The top two ties should be secured in a bow at the crown of the head.



4. The bottom two ties should be secured in a bow at the back of the neck.