

**From:** [Alan Hofmann](#)  
**To:** [FMFCD](#)  
**Subject:** Update on Novel Coronavirus  
**Date:** Monday, March 16, 2020 3:18:16 PM  
**Attachments:** [FMFCD Coronavirus Plan 3-16-2020 \(aeh\).docx](#)

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Staff

Please know that the Board and Management are doing their best to make decisions to protect this agency and staff during this Pandemic. We have developed a “Coronavirus (COVID-19) Risk Minimization and Outbreak Response Plan” to outline the response actions depending on the Risk Level of the COVID spread. The plan is attached and each employee should read it to become familiar with its contents and the actions you should already be taking at home and in this work place.

We are currently at Risk Level 2, which means there are confirmed cases in Fresno County. As such, we should be adhering to community distancing rules of 6 feet and being aware of commonly touched areas/surfaces within the workplace and taking the necessary precautions. As the spread of this virus increases, we will be making more adjustments, as necessary, to keep staff safe. Anyone that feels sick should stay home. If you have symptoms, please follow the protocols of the local Health Officials.

Some of the actions that we are taking are: immediately, field staff that do not need access to the office have been directed to do their job in the field and stay out of the office. We will also be closing our parks and sending our Park Attendants home. Meetings that are unnecessary should be canceled or postponed and those that must take place should follow the community distancing rules and be located in a room that can accommodate these rules. We have purchased a few sanitizer supplies and they should be used sparingly for cleaning. The janitorial staff are using commercial grade cleaning products to wipe down community areas nightly.

If you have childcare issues due to the many school closures, please keep HR informed of your need to be away, if that is your only option. Please insure your family is protected and safe, this place and the work will survive. Your number one priority should be keeping your family safe and protected.

I appreciate your compliance with the actions that we are taking to keep you protected. If you have questions regarding this, please feel free to contact myself, Berta Mims, or Peter Sanchez. With your help, we can continue to service our customers and remain protected from the spread of this virus.

Sincerely,  
Alan

**Alan Hofmann**

General Manager-Secretary

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