

March 13, 2020

Re: Coronavirus

Dear Staff,

We are sure that each of you are fully aware of the Coronavirus and the many concerns surrounding it. With the novel coronavirus (COVID-19) affecting different communities around the world, we are taking a number of proactive steps to help ensure we are ready to maintain uninterrupted services while protecting the health and safety of our employees and their families. We have discussed this at length and encourage everyone to follow the following recommendations:

1. We are following the [Centers for Disease Control and Prevention \(CDC\) guidelines](#) to keep our employees healthy and to provide enhanced cleaning procedures within the office. This includes cleaning of shared surfaces multiple time a day and providing hand sanitizing stations throughout the office.
2. [Wash your hands](#) often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with 65% alcohol or better.
3. Avoid touching your eyes, nose, and mouth with unwashed hands.
4. Avoid close contact with people who are sick.
5. If you have fever, or someone in your household is sick and possibly contagious, please stay home, see a doctor, and keep us informed of your illness.
6. [Cover your cough](#) or sneeze with a tissue or in your elbow, then throw the tissue in the trash and wash your hands.
7. Clean and disinfect frequently touched objects and surfaces.

Currently there are no community cases in Bexar County, but this is likely to change in the near future. Keep in mind we are exiting the Influenza season and entering the Allergy season, so there will be many allergy related issues for staff. It is up to all of us to not be in fear of every cough or sneeze during this time and especially since there are no documented cases in our City at this point.

We will continue to monitor National, State, and Local updates on the coronavirus (COVID-19). If the need arises, we will implement further options as required to help maintain office operations while ensuring best practices for the health and safety for all of our CMP family.

If you have any questions or concerns, please come up and talk to Liz at any time.

Thank You,

CMP

# Common Sense Guidelines

	<p><b>Clean your hands often</b></p> <ul style="list-style-type: none"><li>• <b>Wash your hands</b> often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.</li><li>• If soap and water are not readily available, <b>use a hand sanitizer that contains at least 60% alcohol</b>. Cover all surfaces of your hands and rub them together until they feel dry.</li><li>• <b>Avoid touching your eyes, nose, and mouth</b> with unwashed hands.</li></ul>
	<p><b>Avoid close contact</b></p> <ul style="list-style-type: none"><li>• Avoid close contact <b>with people who are sick</b></li><li>• Put <b>distance between yourself and other people</b> if COVID-19 is spreading in our community. This is especially important for people who are at higher risk of getting very sick.</li></ul>
	<p><b>Stay home if you're sick</b></p> <ul style="list-style-type: none"><li>• <b>Stay home</b> if you are sick, except to get medical care. Learn <a href="#">what to do if you are sick</a>.</li></ul>
	<p><b>Cover coughs and sneezes</b></p> <ul style="list-style-type: none"><li>• <b>Cover your mouth and nose</b> with a tissue when you cough or sneeze or use the inside of your elbow.</li><li>• <b>Throw used tissues</b> in the trash.</li><li>• Immediately <b>wash your hands</b> with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.</li></ul>
	<p><b>Clean and disinfect</b></p> <ul style="list-style-type: none"><li>• <b>Clean AND disinfect <a href="#">frequently touched surfaces</a> daily</b>. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.</li><li>• <b>If surfaces are dirty, clean them:</b> Use detergent or soap and water prior to disinfection.</li></ul>