

Date: March 4, 2020
To: All City of Fremont Employees
From: Allen DeMers, Human Resources Director
Subject: Coronavirus Update

The City of Fremont's Fire Department staff continues to closely monitor direction from the Alameda County Office of Education and Alameda County Public Health Department along with the Centers for Disease Control (CDC) as it relates to COVID-19 (also being referred to as the coronavirus). As of March 2, 2020, Alameda County had reported its first confirmed case of a patient with a presumptive positive test for COVID-19. Santa Clara had nine confirmed cases as of March 2, and an Alameda County case was confirmed in Berkeley on March 3. More reports of community-acquired cases are expected in the days to come. The health risk from novel coronavirus to the general public remains low, and while COVID-19 has a high transmission rate, it has a low mortality rate.

What you can do as an individual: The CDC and Alameda County continue to advise a common-sense approach to help reduce the spread of the virus. This includes:

- Stay informed – Alameda County's Public Health Department offers up to date facts about the novel Coronavirus at the following [link](#). The CDC is also updating its website daily with the latest information and advice for the public at this [link](#). We have also attached the latest PDF update from the CDC.
- Take everyday preventive actions that are always recommended to prevent the spread of respiratory viruses.
 - Avoid close contact with sick people.
 - While sick, limit contact with others as much as possible.
 - Stay home if you are sick.
 - Cover your nose and mouth when you cough or sneeze. Avoid touching your eyes, nose and mouth. Germs spread this way.
 - Clean and disinfect surfaces and objects that may be contaminated with germs.
 - 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 rub with at least 60% alcohol.
 - The CDC is not recommending the use of facemasks for the general public (facemasks are not regarded to be effective in preventing the spread of the virus but stockpiling or using the masks inappropriately may reduce their availability to hospitals and first responders that need them).
- If you feel sick with fever, cough, or difficulty breathing, and have traveled to China or were in close contact with someone with COVID-19 in the 14 days before you began to feel sick, seek

medical care. Before you go to a doctor's office or emergency room, call ahead and tell them about your recent travel and your symptoms.

What you can do as a City of Fremont staff member: The City of Fremont is continuing to provide all of its regular services at this time. We are not cancelling travel or trainings, nor are we recommending cancellation of most public events. However, the City's Executive Management team is working closely with the Fire Department and the City's Emergency Operation staff and if the situation changes or merits new action, we will communicate with you.

In the meantime, in addition to the common-sense advice above, City of Fremont employees can take extra care to:

- Use cleaners containing at least a 60% alcohol or a bleach solution (like Clorox) to clean work surfaces like counters that might regularly be touched by the public.
- Use sanitizing wipes to clean shared equipment and personal workspaces each day, including personal desks and the interior of shared City vehicles.
- Limit direct person-to-person contact (like handshaking) if possible.
- If you feel sick, let your supervisor know that you will not be coming to work.

We will continue to keep you updated and will communicate any significant changes to the situation.