



Date: March 9, 2020
To: All City of Fremont Employees
From: Allen DeMers, Human Resources Director
Subject: COVID 19 (coronavirus) Update

The City is committed to keeping you up to date on the evolving COVID-19 (coronavirus) situation and to taking precautions to minimize risk to our workforce. As a reminder, the City of Fremont's Fire Department staff is leading the City's response to COVID-19 at the direction of the Alameda County Office of Education and Alameda County Public Health Department in coordination with the Centers for Disease Control and Prevention.

The latest local update: As of March 6, 2020, the Alameda County Public Health Department (ACPHD) has identified a second case of COVID-19 in Alameda County. The individual was a passenger of the Grand Princess cruise ship that sailed from February 11-21.

The individual is an older adult, who has underlying medical conditions. The patient is currently hospitalized with appropriate infection control precautions, and their family members are in quarantine. While this individual was exposed outside of Alameda County, there is increasing evidence of community transmission in the Bay Area, and the ACPHD is advising agencies to prepare for and expect to see more cases in Alameda County in the coming days.

We encourage everyone to keep themselves up to date on the situation by monitoring the Alameda County Public Health Department website at the following link: (<http://www.acphd.org/2019-ncov.aspx>). The CDC is also updating its website daily with the latest information and advice for the public (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>).

New direction for Fremont staff members: The City of Fremont is continuing to provide all of its regular services at this time but some new precautions are being put into place in an abundance of caution and care for our most vulnerable coworkers.

- **Advice for vulnerable or at-risk staff members:** We are advising that *at-risk* members of our workforce telecommute if possible or use accrued leaves if assigned work is not conducive to telecommuting. At-risk individuals are defined by the CDC as older adults (typically over 60) and people who have severe chronic medical conditions like heart, lung or kidney disease. Early data suggest older people are twice as likely to have serious COVID-19 illness. What to do if you are at higher risk:
 - If you are a vulnerable or at-risk individual and believe you have a job you can do from home, please discuss this option with your supervisor. Generally stay at home as much as possible.

- Make sure you have access to several weeks of medications and supplies in case you need to stay home for prolonged periods of time.
 - When you go out in public, keep away from others who are sick, limit close contact and wash your hands often.
 - Avoid crowds.
 - Stay up to date on CDC Travel Health Notices.
- **At-risk based requests to use leaves or telecommute:** If you have a health condition and are unsure whether it places you in the vulnerable population, ask your personal health care provider. If your health care provider advises you to stay away from work, contact your supervisor or management team to request the use of telework. You should not disclose your medical condition or other personal information, only that you believe you are in a vulnerable group, and that you are requesting permission to work remotely. Not all assignments are appropriate for telework but your departments will make an effort to grant the requests when they can. The general criteria for approving telework is attached to this email.
- **Travel and public gatherings:** As of March 6, 2020 Alameda County public health officials are not generally recommending the cancellation of mass gatherings or school dismissals and as such the City is not suspending employee travel or gatherings. However, ACPHD has recommended that events that involve vulnerable populations such as the elderly and those with underlying chronic medical conditions should be carefully reconsidered at this time, and advises that everyone responsible for managing mass gatherings review the CDC's recommendations on mass gatherings. Department management teams will be assessing the appropriateness of large gatherings and will revise plans necessary to comply with CDC and ACPHD guidelines.
- **Ongoing advice to keep you and your coworkers healthy:** Please remember to take extra care to do the following:
 - Avoid close contact with sick people.
 - If you feel sick, let your supervisor know that you will not be coming to work. The City's regular leave policies and agreements are in effect but supervisors are aware that, if in doubt about being sick, employees are advised to stay home and use leave.
 - While sick, limit contact with others as much as possible.
 - 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.
 - 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 person-to-person contact (like handshaking) if possible.
 - 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).

The City values your health and well-being and we will take steps to mitigate risks from this unique situation. As City employees, we have a unique obligation to provide critical services to the citizens of Fremont and we thank you for your dedication to that service. If you have questions, concerns or suggestions, please let me or your management team know.

Thank you,

Allen DeMers | Human Resources | City of Fremont
510.494.4651 ademers@fremont.gov