

Dear Colleagues:

As individuals, we all have a role to play in stopping the spread of COVID-19 and protecting ourselves and our community during this pandemic. Please take a moment to read the following information:

Coronavirus 101 – What You Need to Know:

Protecting your health against the Coronavirus starts with getting the right information. **Attached** is information that will help you identify how COVID-19 spreads, recognize its symptoms, explain how to prevent and treat the virus, and determine what to do if you become sick with COVID-19.

COVID-19 Exposure and Illness:

As you know, the COVID-19 outbreak situation is rapidly evolving, and many of you have reached out with a number of questions about potential exposures, illness, and return to work. **Attached** is a summary from HR with the most recent guidance. Remember, this is a dynamic situation and we will continue to respond appropriately as needed. These guidelines are subject to change given new information from local, state, and national public health experts, and we will keep your departments appraised as this occurs.

Update on Last Week's Actions:

I am proud of all our City staff who continue to serve the public in these challenging times to make sure the public has safe access to essential services. I know that it has been difficult for our entire community as well, as we all continue to cooperate with Shelter in Place and Social Distancing orders. For a summary of actions we took as a City last week, please visit:

<https://mailchi.mp/cityofsantacruz/message-from-santa-cruz-city-manager-2710140>.

Your Role as a Disaster Service Worker:

As a City of Santa Cruz employee, before you entered upon the duties of your employment, you took and subscribed to the oath or affirmation that you may serve as disaster service workers. You may be called upon as a disaster service worker in the event of an emergency during this closure. Be prepared, regardless of your initial designation, to report to work any time if called upon to do so during this closure. In the light of current events, this video is a great refresher for all staff:



<https://www.youtube.com/watch?v=ZhZlZOYPtU&t=2s>

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