From: Troy Bradley
To: Brandon Clabes; Billy Harless; Bert Norton; Christy Barron; Claudia ...
CC: Dohna Ebersole; Jill Donaldson; David Walker
Date: 3/10/2020 9:14 AM
Subject: Corona Virus Plan Update

Good morning,

I wanted to provide an update based on the conference call put on yesterday afternoon by the Oklahoma City/County Health Department, as well as an internal meeting of some City emergency managers. I will list some action items for all department heads, and then reiterate some general information. Tim sent out an email over the weekend with great tips and information, some of it will be repeated here. As things change, more information will be shared and some items may be updated/changed.

Action Items For You:
1. Have your employees self-report any international travel. Pass this information on to me, and we can address situations on a case-by-case basis with guidance from OCCHD, State Department of Health, and CDC guidelines. The CDC maintains a list of countries with various levels of concern. This list of levels can and will change as new information and incidents arise. We are not requiring reporting of domestic travel at this time, but are continuing to monitor guidelines and available information and will update action items as needed.
2. Please order supplies for your department, such as disinfectant wipes, alcohol wipes, gloves, hand sanitizer, etc. Dohna has placed an order for some items as emergency back-up, but departments should provide these for their employees.

There are no Corona Virus cases confirmed in Oklahoma County at this point. The Oklahoma State Department of Health, the Oklahoma City/County Health Department, and the Tulsa County Health Department are coordinating efforts and communications throughout the state. Guidance materials and the most accurate information are available online from the CDC (https://www.cdc.gov/coronavirus/2019-ncov/index.html), OCCHD (https://www.occhd.org/COVID-19), and the State Department of Health (https://www.ok.gov/health/Prevention_and_Preparedness/Acute_Disease_Service/Disease_Information/Coronavirus_Disease_2019/index.html). Please ensure that you are gathering your information from reputable sources like these, and encourage others to do the same. These three sources are great resources for up-to-date, verified, and accurate information.

Prevention Tips
*** The best methods to prevent the spread of viruses remains proper hand-washing (for at least 20 seconds with soap and water). Hand sanitizer is a good resource when soap is not available. Regularly wash your hands.**
* Remind people to cough/sneeze into a tissue and to dispose of the tissue in the trash. If a tissue is not immediately available, cough/sneeze into the crook of your elbow. Wash/sanitize your hands after coughing/sneezing.
* Avoid touching your face/mouth/nose/eyes.
* If you are sick, social distancing is an important step. Stay home and avoid others.
* Clean frequently-touched areas daily (disinfecting spray and wipes are great in this situation). These include door knobs and handles, telephones, keyboards, desk areas, cabinet/cupboard doors, etc.
* Remain travel aware and avoid unnecessary travel to areas considered hot-spots or areas labeled with levels of concern by the CDC--especially important for older and/or immunocompromised populations.

If someone suspects that they have been exposed to Corona Virus, the individual can call the OCCHD or State Department of Health for guidance on the next steps. They will screen the individual and suggest how to proceed (for instance, they may instruct the individual to call ahead to their doctor to let them know the individual is coming, then go to the doctor). Testing will be done on a case-by-case basis