MEMORANDUM

Date: March 12, 2020

To: City Employees

From: Aaron Sera

Subject: Coronavirus (COVID19) Precautions

The City of Deming is committed to being responsive to the needs of our employees and customers in regard to the Coronavirus pandemic.

In an effort to protect you, your coworkers, your families, and to help prevent the spread of unwanted disease in the community, Management is working on an Emergency Plan should an outbreak occur within Luna County. The Emergency Plan may include sending or requiring employees to stay home when ill, allowing work from home arrangements if possible, or other measures to assure safety. More information will be provided as the plan finalizes.

In the meantime, I am enacting the following:

TRAVEL BY CITY EMPLOYEES

- Effective immediately, I am cancelling any out of state travel, and limiting travel in-state to COVID19 effected areas. In-state effected areas currently include Socorro, Albuquerque and Santa Fe. All other travel needs to be reported to me and will be looked at on a case by case basis.

- Personnel who have travel scheduled should takes steps to cancel, at the least cost to the City, and request refunds from pre-registrations, transportation and/or hotel reservations at this time.

- Employees who have traveled to effected areas, out of the country or been around persons that have done so, or that plan personal travel to known COVID19 areas should report such travel to supervisors so that the City is aware and respond accordingly.

Lastly, it is critically important that you take proper steps in protecting your own health. A portion of The Center for Disease Control (https://www.cdc.gov/coronavirus/2019-nCoV/index.html) guidelines on protecting yourself and your family are attached. We encourage you read and follow the instructions to protect us all. Be well, stay safe.
**CDC Recommendations: Take steps to protect yourself**

Clean your hands often

- **Wash your hands** 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.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact** with people who are sick
- Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for **people who are at higher risk of getting very sick**.

**Take steps to protect others**

Stay home if you’re sick

- **Stay home** if you are sick, except to get medical care. Learn what to do if you are sick.

Cover coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** 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.

Wear a facemask if you are sick

- **If you are sick**: You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider’s office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. Learn what to do if you are sick.

- **If you are NOT sick**: You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.
Clean and disinfect

- **Clean AND disinfect** frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

**To disinfect:**

Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface.

**Options include:**

- **Diluting your household bleach.**
  To make a bleach solution, mix:
  - 5 tablespoons (1/3rd cup) bleach per gallon of water
  - OR
  - 4 teaspoons bleach per quart of water

  Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- **Alcohol solutions.**
  Ensure solution has at least 70% alcohol.

- **Other common EPA-registered household disinfectants.**
  Products with [EPA-approved emerging viral pathogens pdf icon](https://example.com)[7 pages] external icon claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).