
From: VOGENEY Ken
Sent: Tuesday, March 03, 2020 4:11 PM
To: *Springfield Employees
Subject: RE: Protect Your Health - Update
Attachments: OHA Prevention Fact Sheet.pdf

Hello all,

As you've probably heard, there are currently three confirmed cases of COVID-19 in Oregon – 2 in Washington County and one in Umatilla County. There are no confirmed cases in Lane County at this time.

I wanted to share some highlights with you on a few activities the Executive Team and a group of staff are working on as part of Springfield's COVID-19 preparedness:

- The protective actions listed in the February 18 email (see below) from Mary Bridget and Chaim remain the steps we're recommending to prevent the spread of flu, the common cold, and coronaviruses like COVID-19. We've attached a fact sheet from the Oregon Health Authority (OHA) as a handy reminder.
- Please wash your hands with soap and water or use the hand sanitizer stations regularly throughout the day. City Hall custodial staff have checked all of the hand sanitizers in City Hall, confirmed they are working properly, and will keep them supplied. If you find a station that isn't working properly, please contact [Mike Manley](#).
- Each conference room should have a spray bottle with cleaning solution and some rags – see prior email from ~~Mike Manley~~ for details. For other commonly touched surfaces, such as countertops, door handles, etc., we're asking departments to supply sanitizing wipes and implement a regular cleaning schedule based on their situation.
- We are sharing select social media posts from Lane County Public Health (LCPH) and OHA on the City's social media feeds. We encourage you to follow and share these posts with your families and friends.
- The City's leave policies and Contagious Illness administrative regulation are posted on [Springboard](#). We encourage you to review these policies.
- If you have questions about COVID-19, we recommend you rely upon trusted sources for your information. We are referring staff and community members to the following three sources:
 - [211 Info](#) – general information via their website or call center about COVID-19 provided by OHA
 - OHA's COVID-19 website: www.healthoregon.org/coronavirus - OHA has posted current case tracking in Oregon and numerous fact sheets and other helpful resources.
 - ~~LCPH's~~ COVID-19 website: www.lanecounty.org/coronavirus - LCPH has posted responses to several [Frequently Asked Questions and some short videos on their site](#).

Thanks,

Ken Vogeney, PE
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<http://www.springfield-or.gov/accessibility.html>



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From: CRAIG Linda <lcraig@springfield-or.gov> **On Behalf Of** SMITH Mary Bridget

Sent: Tuesday, February 18, 2020 9:36 AM

To: *Springfield Employees <SpringfieldEmployees@springfield-or.gov>

Subject: Protect Your Health

Hello All,

It's flu season and we want to provide you with some information on how to protect your health, and help prevent the spread of illnesses, as we interact with one another and community members many times each day.

You are all likely aware of the Coronavirus (COVID-19). Emergency and Risk Management staff are actively monitoring the situation and there are no confirmed cases in Oregon at this time. While there are currently no vaccines to prevent this virus, there are actions recommended by the [CDC](https://www.cdc.gov) that can help prevent the spread of respiratory viruses including the flu:

- 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.

Additional Tips to Stay Healthy:

- Please stay home if you are sick for any reason. Coming to work sick puts your co-workers and other community members at risk.
- Touchpoints like door handles, push plates, etc. should be cleaned frequently throughout the day; teams should come up with a plan for this that works for them. If you have glass barriers at reception stations, think about keeping them closed (they make great sneeze shields).
- Consider online or telephonic meetings instead of in-person meetings.
- Consider limiting close personal contact; the Oregon Health Authority (OHA) says some viruses and coronaviruses spread from an infected person to others through touching or shaking hands.

If you have any questions, please contact HR or the Springfield Wellness Center for more information. You can also refer to the attached documents for further information.

Thanks for doing what you can to protect yourselves and others.

Mary Bridget Smith
Chaim Hertz

How can I avoid getting the novel coronavirus (COVID-19)?

Steps you can take to prevent the spread of flu and the common cold can also help prevent the spread of the coronavirus.



Wash your hands often with soap and water.



Avoid touching your eyes, nose and mouth.



Avoid contact with sick people and stay home if you're sick.



Cover your mouth and nose with a tissue or sleeve when coughing or sneezing.

For more information visit
healthoregon.org/coronavirus

Oregon
Health
Authority

You can get this document in other languages, large print, braille or a format you prefer. Contact Acute and Communicable Disease Prevention at 971-673-1111 or email OHD.ACDP@dhsosha.state.or.us. We accept all relay calls or you can dial 711.

OHA 2681 (2/20)