

COUNTY OF SANTA CLARA

Office of the Sheriff

55 West Younger Avenue
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Laurie Smith
Sheriff

MEMORANDUM

TO: All Staff

FROM: COVID-19 Incident Command Center

SUBJECT: ICC Directive 20-11 (Sheriff's Office Sanitizer)

DATE: 04/13/2020

Dear Sheriff's Office Personnel,

In an effort to assist you and your family with staying healthy, the Sheriff's Office established a partnership with a local business to procure a substantial quantity of alcohol based sanitizer. This necessary commodity to slow the spread of COVID-19 is essential to keep us safe.

The Sheriff's Office created a Sheriff's Office Sanitizer (SOS) Distribution Center for this product located at the Richey Center in the back parking lot, adjacent to the temporary portables. Divisions and personnel can refill their work containers starting today. The hours for distribution will be Monday – Friday from 0830 hours to 1630 hours.

If you have any questions, the SOS Distribution Center can be reached via email at: SOS@shf.sccgov.org

This SOS product is of a thinner consistency than what staff is accustomed to using, but it is just as effective. The main difference is that this sanitizer does not contain the same gel-base as traditional solutions. This allows the sanitizer to be placed in spray bottles and utilized to clean counter tops and other surfaces besides your hands.

We anticipate the Sheriff's Office being able to sufficiently replenish normal operational stockpiles of sanitizer with this acquired product. We are also allowing employees to bring reasonable, personal containers to the SOS station to help keep you protected at home. We ask that you be mindful of your anticipated need in order to keep supplies readily available for your fellow colleagues.

Remember, we will all get through this together and the Sheriff's Office wants you and your family to continue to be as safe as possible.

Stay safe - stay well!

Sheriff Smith