

COUNTY OF SANTA CLARA

Office of the Sheriff

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Laurie Smith
Sheriff

MEMORANDUM

TO: All Staff

FROM: COVID-19 Incident Command Center

SUBJECT: ICC Directive 20-41 Remain Vigilant and Use PPE

DATE: 9/30/2020

According to HIP, in the past two weeks there has been an **increase** (+12) in the number of positive COVID-19 employees; with several more pending tests results. The purpose of this Directive is to serve as a reminder for all staff to remain vigilant and use personal protective equipment and supplies to stay safe. Listed below are several things you can do to remain safe and healthy while at home and work:

- **Practice social distancing.** Refrain from hugging, hand shaking and high-fiving your co-workers or friends, and refrain from attending events with large crowds. We cannot emphasize enough that by participating in these acts and ignoring the guidelines set in place, you are putting everyone in this agency at risk by potentially spreading the virus. We understand this is a hard social norm to break, but it is imperative that everyone does their part.
- **Wash your hands,** at least 20 seconds with soap and water or use hand sanitizer.
- **Clean your work area** with OxyCide daily disinfectant that was distributed throughout the department in red topped spray bottles. ** Reminder not to mix OxyCide with bleach wipes as they may cause a chemical reaction if the two are combined (Directive 20-12).**
- **Wear a face covering.** The department issued two black cloth face coverings to every employee throughout the department. Both Directives 20-14 and 20-19 explain information and requirements for face coverings. Directive 20-19 specifically addresses the court order requiring face coverings to work or enter the State Courthouses to maintain consistency with our Public Health Officer and State and Federal directives. There are a few exceptions, so please read the entire directive and Court Order for the exact verbiage.
- **Reach out** to HIP, EAP and peer support if you need guidance or help in dealing with the effects the pandemic has on you or your family or if you just have questions and want to talk to someone. Don't be afraid, this is normal. We have these resources available to us for that reason.

Lastly, we want to point out that your actions can affect those around you, including your co-workers, family, kids, friends, citizens and inmates. Please do your part in preventing the spread of this virus by practicing the actions listed above.