

# County of Santa Clara

## Office of the Sheriff

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### MEMORANDUM

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Laurie Smith  
Sheriff

**TO** : All Personnel

**FROM** : Laurie Smith, Sheriff

**SUBJECT** : COVID-19 Update

**DATE** : March 6, 2020

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It goes without saying that each of you are the most valued assets of the Sheriff's Office. We all strive each day to support each other and ensure you have the necessary leadership and resources to serve our community in a safe, competent and professional manner. On occasion there are unexpected situations that create fears and uncertainty within our community. It is during these times of uncertainty that the community looks to us as first responders and public safety professionals to provide a sense of calm, reassurance and strength.

We currently find ourselves facing the fears and uncertainties of the coronavirus (COVID-19) within Santa Clara County. I have no doubt each and every one of you will rise to the occasion and continue to serve our community in an exceptional manner and attempt to ease public safety fears of this virus. However, it is equally important to ensure we maintain the same sense of calm, reassurance and strength for each other and our families and friends. In order for us to maintain our mission of providing public safety we all need to be healthy and minimize the risk of exposure to any potential virus that could lead to our incapacitation. Each bureau and division within our office obviously has different functions and levels of interaction within the community but we should all be aware of some specific preventative measures unique to the Sheriff's Office as a whole.

Please take the time to review and discuss the preventative measures published by CDC that will help minimize exposure. Additionally, take a close look at how our daily functions and interactions within the community and our jail facilities potentially contribute to the exposure risk of the coronavirus (COVID-19). It is my hope that this message will help create a sense of enhanced awareness and vigilance to various precautionary measures that will help ensure we remain healthy and are able to continue serving the community. Here are some key points to be mindful of as we navigate the realities of COVID-19.

- Wash your hands frequently

- Maintain social distancing (3 feet)
- Avoid touching eyes, nose and mouth
- Practice respiratory hygiene (Cover mouth)
- If you have fever, cough and difficulty breathing, seek medical care early

We are working closely with Santa Clara County Public Health and have a seat in the County Emergency Operations Center to ensure we get up to date information. As new information relevant to our operation becomes available I will ensure you are informed appropriately. Division command staff are taking proactive steps to ensure we have ample hand sanitizer available for you at your workstations. Also, please keep our Personnel Division and our HIP Coordinator in mind should you need any additional guidance or resources.

Thank you all for your continued professionalism, vigilance and collaborative effort in helping to ensure we as the Sheriff's Office family take the necessary steps to minimize risk of exposure to the coronavirus (COVID-19).