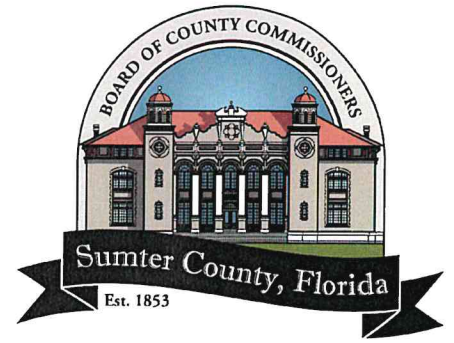


Board of County Commissioners ***Sumter County, Florida***

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Website: <http://sumtercountyfl.gov>



To: BOCC Personnel
From: Bradley Arnold, County Administrator *BA*
Date: March 16, 2020
RE: **Coronavirus and Flu Prevention**

The Sumter County Board of County Commissioners will consider a local state of emergency declaration tomorrow regarding the Coronavirus disease 2019 (COVID-19). Given the advisory information shared regarding COVID-19 and seasonal influenza (flu) virus, there are steps we will take as an organization with our team.

We will maintain a safe workplace for our team and our customers. We will also ensure the continuity of business during this emergency.

Employees are reminded of the following:

- Wash your hands after contact with surfaces or other persons with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze or cough, and discard the used tissues in the trash.
- Clean surfaces used by customers or multiple employees.
- Stay home when you are sick, particularly with symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue (use your PTO time).

Currently, the Centers for Disease Control and Prevention recommends that employees remain at home at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C).

Employees who report to work ill will be sent home following these health guidelines.

Please contact Employee Services with any questions or concerns.

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