

**From:** [Gerry Beaudin](#)  
**To:** [All Staff](#)  
**Subject:** COVID - 19 - Please Protect Yourself and Others  
**Date:** Monday, June 29, 2020 10:35:40 PM  
**Attachments:** [image001.png](#)

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Good evening,

You may have recently heard that a member of our City of Alameda team tested positive for COVID-19. The individual is doing well, and we have reached out to the employees who may have had exposure and they remain at home while we follow-up and arrange for testing.

This serves as an important reminder that we must take all measures possible to reduce the risk of spreading COVID-19, including:

- **Maintaining social distance** – keep at least 6 feet between you and others
- **Wearing face coverings** – properly wear a face cover, meaning that your mouth and nose are fully covered anytime you are away from your desk
- **Not holding or attending office gatherings or congregating** – whether small or large
- **Holding meetings virtually** – where possible all meetings should be conducted virtually; if necessary to meet in person, maintain social distancing, keep the meeting short, and wear a face cover for the entire meeting
- **Washing your hands with soap and water** – wash often and for at least 20 seconds each time

Our coworkers and the citizens we serve are relying on us to do our part to protect them and their families, and to stop the spread of COVID-19. Please take care of yourself and others.

Thank you,  
Gerry

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