



Office of the City Manager

March 13, 2020

Dear City of Midland Employees,

Our leadership team has been closely monitoring the coronavirus (COVID-19) outbreak and the growing concern. The health and well-being of city employees is our first priority.

There are no confirmed cases in Midland at this time. We must be vigilant and proactive in certain daily practices.

Here is what you can do **individually** as a city employee to prevent the spread of illness:

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean frequently touched surfaces daily
- Stay home when you are sick
- Call your health care provider's office (your primary health care provider or the City of Midland Employee Clinic at (432) 289-7200); or call 68-NURSE (686-8773); or contact WellVia (855) 935-5842)
- Contact the Employee Assistance Program (EAP) for coping with stress related issues (866) 327-2400

Here is what you can do in the **workplace** as a city employee to prevent the spread of illness:

- Use video conferencing for meetings when possible; when not possible, hold meeting in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Limit business related travel
- Communicate any concerns to your supervisor

City leaders are coordinating daily with the school district and the hospital to monitor the situation and keep employees and citizens well informed and safe. If the current situation changes, we will communicate additional plans.

Courtney Sharp,

City Manager