



Email: March 9, 2020
To: BYLT Staff
Subject: Communication regarding COVID-19:

Hi everyone,

While at this time the risk of exposure to the COVID-19 coronavirus in Nevada County is low, the health and safety of staff and volunteers is always a priority.

Currently, we do not plan to cancel any upcoming events or volunteer days. We will be monitoring the CDC, state, and local government agencies for any updates and encourage you to take standard precautions including hand washing, covering coughs and sneezes, and staying home if you are ill.

Precautionary measures we recommend all Staff adhere to while in the office include:

- *Daily cleaning of common areas in the building, including railings, door handles, tables, and other surfaces*
- *Use of sanitary seat covers in the bathroom and paper towels; do not use the hand towels*
- *Daily cleaning of your desk area, as well as emptying of trash and recycling*

Sarah will be purchasing hand-sanitizers for each of us to keep at our desks and for common area as well as other needed cleaning supplies. Signs will be posted with the safety measures as well for volunteers and visitors of the office.

If you have any questions, please contact Erin or me.

Erika