

**From:** Allister Adel <[adela@mcao.maricopa.gov](mailto:adela@mcao.maricopa.gov)>  
**Sent:** Thursday, March 12, 2020 3:17:14 PM  
**Subject:** COVID-19 (Coronavirus) Information

Dear MCAO,

As reports and projections about the spread of COVID-19 (Coronavirus) have become increasingly concerning, I wanted to reach out to all of you and assure you that the leadership team at MCAO is currently working on plans to help protect the health and safety of our employees. We are also mindful of our role as a government agency to reduce the spread of the virus and its impact to the criminal justice system.

I can't stress enough the importance of being informed and taking care of each other during this time of uncertainty. It is incumbent upon us to take care of ourselves, so we can take care of each other.

I have attached an informational brochure to this email for you to review. You may also review it online here: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>

Please take the recommended precautions when it comes to avoiding infection. In support of this effort, we are working to procure additional hand sanitizer stations, including one on the walkway between the courthouse and our office. Please use it when returning from court.

Communication is a critical component to minimizing the impact of this virus. Please read emails from both our office and county government related to this topic. This is where you will find the most accurate and up-to-date information. You will primarily receive information from Chief of Staff Candice Copple but others in our organization may send information, so please be on alert for these emails.

Out of an abundance of caution, this office is going to take several steps to reduce the spread of the virus.

- We are suspending Fooda Lunch Service beginning next week and will reassess in two weeks.
- We are exploring options to more regularly sanitize the public areas of this building.
- Work-related air travel scheduled to take place between now and April 30th will be cancelled.
- Employees may want to consider delaying large meetings or holding them telephonically.

Finally, you will be receiving additional emails later today to ask for specific information to help us prepare, should additional precautions become necessary. Please make it a priority to respond to these emails.

As County Attorney, I consider the health and safety of our employees a top priority. I have directed leadership in this office to not only plan for what we know today, but to plan for what may occur in the coming days and weeks. I appreciate your attention to this issue and your cooperation to do our part to minimize the impact of COVID-19.

For the most recent information about the impact of this disease to Arizona, visit: <https://www.azdhs.gov/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/index.php#novel-coronavirus-home>

Best,

Allister



***Allister Adel***

County Attorney

Executive Assistant : Deb Serrata

Email : [serratad@mcao.maricopa.gov](mailto:serratad@mcao.maricopa.gov)

Phone: 602-506-1260



225 W. Madison, 6<sup>th</sup> Floor

Phoenix, AZ 85003

<http://www.maricopacountyattorney.org>