



Having trouble viewing this email? [View it as a Web page.](#)



Dear colleagues,

I understand this a time of uncertainty in our community and in the world at large. Information about the COVID-19 pandemic comes to us by the minute, through text alerts, TV reports, and conversations with friends and colleagues. Many of you are looking for additional guidance about what to do and additional assurance that your health is being protected. This message is meant to provide some answers and resources for you.

Earlier today, I shared with appointed department directors, managers, and supervisors updated guidance from our Human Resources Department so that we are consistent in our communication with expectations of employees during this pandemic. This guidance will help them address questions you may have about meetings, travel, teleworking, and the recent decisions made by some local districts to close schools.

Additionally, **an email box, Covid19@maricopa.gov, has been set up for employees and leaders to email questions, concerns or specific situations related to the virus.** This is a confidential email box that is being staffed by our centralized ADA/FMLA team and will be continually monitored throughout the business day and periodically after business hours.

There is also a dedicated webpage for COVID-19 on the intranet, [MyMC](#), which will be updated to include my messages to staff, the latest guidance from Maricopa County Public Health, and frequently asked questions. I urge you to use this page in conjunction with other trusted sources of information, such as [Maricopa County Public Health's coronavirus page](#), which is being regularly updated.

The following guidance still applies to all employees:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough/sneeze with a tissue (or your elbow), then throw the tissue in the trash.

- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe. (Including door knobs, toilet handles, and sink handles, etc.)
- Wash your hands frequently.
- Stay home from work if you are ill.

We are public servants, and this is a time when our community needs us to be at our best. I encourage you to support one another as we continue to provide the information and services upon which our residents rely.

Thank you,

Joy



Maricopa County • 301 West Jefferson Street • Phoenix, Arizona 85003