



**Metro**

# Interoffice Memo

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Date	March 3, 2020
To	Metro Board of Directors Metro Staff Labor Leaders Municipal Operators
From	Phillip A. Washington, Chief Executive Officer <i>PAW</i>
Subject	CORONAVIRUS – COVID-19

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Dear Metro Family,

As the Nation is currently responding to the public health crisis related to the coronavirus disease (COVID-19), I wish to assure you that LA Metro is engaging in proactive steps to ensure that we are taking the maximum precautions to protect all our patrons and all our employees.

First, we have no known cases of the coronavirus associated with LA Metro but are aware that California is one of the states monitoring populations exposed to this pathogen. Given this risk, we have activated a Taskforce to maintain on-going and direct communication with the Los Angeles County Department of Public Health (LACDPH) and U.S. Centers for Disease Control (CDC). They continue to provide guidance and recommendations specific to public transportation infrastructures, and we will keep you informed of these measures.

The multi-disciplinary Taskforce consists of the following Departments: Operations, Human Capital Development/Labor, Risk, Safety & Asset Management, County Counsel, Communications and Emergency Management & Homeland Security. Key actions from the Taskforce include the following:

- Review of our cleaning regimen and to continue the daily use of hospital-grade cleaning solutions
- Provide readily available hand sanitizer agency-wide
- Although the use of masks is not recommended at this time by the CDC and LACDPH, continue to collaborate closely with public health agencies to follow their guidance should the use of masks be warranted in the future
- Recommend hygiene awareness material to remind staff of the following:
  - Cover your coughs and sneezes
  - Report feverish conditions with respiratory ailments
  - Wash hands regularly as the best defense against this virus

Finally, as one of the Nation's largest public transportation agencies, we are concerned for both our patrons and employees regarding any public health threat and will continue to be proactive with the best available safety precautions.

Please feel free to contact our Risk, Safety & Asset Management Department at (213) 922-4970 if you have any questions or concerns. This office will be sending out regular updates to keep staff informed about any updates which impact our LA Metro operations. Information on the coronavirus will also be posted and updated on MyMetro and on The Source web pages.