

**Subject: CFOD COVID-19 Update**



Good afternoon team,

In follow up to City Manager Duckworth's email yesterday, I want to share with you that the Administrative Leadership Team is continuing to work with the Calgary Emergency Management Agency to monitor any developments related to COVID-19, and to determine appropriate actions and response. If there are business continuity requirements or operational changes needed within our department, myself or Directors will communicate those decisions.

As a department, we deliver essential services that enable the successful delivery of frontline services that Calgarians rely on every day. As such, we are most often concentrating on supporting our colleagues but **please don't forget to take care of yourselves as well. Your safety and wellbeing is of the utmost importance to me.**

I understand you may be concerned about how to proceed at work or at home to help keep yourself, family and citizens safe. Please remember some of these key practices:

- **Wash your hands frequently:** Hand-washing is the single most effective way of preventing the spread of disease. Alternatively, use hand sanitizer. There are multiple hand sanitizing stations, for both the public and employees, in our facilities.
- **Catch your germs:** Cover your mouth and nose when you cough or sneeze.
- **Clean as you go:** Wipe down [work surfaces](#) such as phones, computers, desks, and the [steering wheel](#) and door handles of City vehicles.
- **Avoid touching your face:** In between handwashing, keep your hands away from your eyes, ears, nose and mouth.
- **Stay informed:** Consult the Government of Canada's [travel advisories](#) if you are leaving the country and are concerned about the coronavirus. Also check [Green Shield Canada's website](#) for up-to-date information on how your travel insurance may be affected.
- **Feeling sick:** If you are experiencing, fever, cough, difficulty breathing or other flu-like symptoms, stay home and away from others, contact your healthcare provider and your supervisor. If you have questions or concerns about your health contact [Health Link 811](#).

Please take some time to familiarize yourself with the information for City staff in [myCity](#) addressing many commonly asked questions. As new City-related information is available, it will be posted on myCity.

It is important we stay informed from reputable sources and remain calm, thoughtful and keep things in perspective as this unfolds; while the situation is fluid and will continue to evolve, Alberta Health Services continues to advise that the risk remains low at this point.

If you have any further questions, please speak with your supervisor.

Thanks for taking care of yourself and each other.

**Carla Male**

Chief Financial Officer

The City of Calgary

Station M | PO Box 2100 | Mail Code 8003

Calgary, AB T2P 2M5

Tel: (403) 268-1689 | [Carla.Male@Calgary.ca](mailto:Carla.Male@Calgary.ca)

**ISC: Confidential**