- MEMORANDUM -

DATE: March 13, 2020
TO: ACBH Staff and Providers
FROM: ACBH Training Unit
SUBJECT: Training Cancellations and Meeting Modifications

The Training unit has received a number of inquiries regarding the COVID-19 pandemic and concerns about large gatherings. As a precaution, the ACBH executive team has decided the following:

- All ACBH trainings have been cancelled for the month of March. Those who have registered for trainings will receive a cancellation email. If any cancellations are planned for subsequent months, staff will be notified in advance.
- Managers and supervisors have approval to review alternative options for non-essential meetings including the use of phone, teleconferencing, or cancellation of meetings.
- Please visit http://www.acphd.org/2019-ncov.aspx for current updates. Also follow the CDC general guidelines for safety tips.

ACBH is working very closely with our Health Care Services Agency (HCSA) and Public Health department on the most up to date information regarding COVID-19. The COVID-19 information is evolving regularly and as additional information becomes available, it will be shared in a timely manner.

Employee Safety

Take precautions to protect yourself and reduce your risk of getting sick, including adhering to the CDC general guidelines, which states the following, COVID19-stop-the-spread-of-germs:

- Avoid close contact with people who are sick. Stay home when you are sick, except to get medical care.
- Avoid touching your nose and mouth. Cover your mouth and nose with a tissue when you cough or sneeze. Then throw tissue in the trash.
- Wash hands often with soap and water for at least 20 seconds. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Thank you making your health a priority and the health of others as a focus during these most trying times.