

**- MEMORANDUM -**

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

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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.

