




TO: H-GAC Staff
SUBJECT: COVID-19 Disruption Plan
FROM: Chuck Wemple 
DATE: March 3, 2020

The management team is monitoring the status of the COVID-19 virus and assessing possible impacts to employee safety and the continuity of our operations. Your safety and well-being are important to us. Our goal is to have a process that protects our employees, adapts to possible interruptions in our daily work, and keeps the level of threat in proper perspective. To make sure we have solid information, we are monitoring the status of the virus via the Centers for Disease Control and Prevention and the Texas Department of Health and Human Services on a daily basis, and coordinating with our state and national peers.

This memo addresses three key areas of our COVID-19 Disruption Plan. 1) Agency and Individual Precautions. 2) Business Disruption Considerations. 3) Keeping you informed.

Agency and Individual Precautions

The following information includes best practices developed by the Centers for Disease Control and Prevention:

Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and water.

We've made sure washbasins have plenty of soap and hand sanitizer is stationed in common areas. We also have Lysol and disinfectant wipes available and have requested that building management clean elevator buttons and door handles daily.

The Centers for Disease Control and Prevention has some great tips on what each of us can do personally:

- [Cover your mouth and nose](#) with a tissue when you cough or sneeze;
- Put your used tissue in a waste basket;
- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands;
- Remember to [wash your hands](#) after coughing or sneezing with soap and water, or
- If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands; and finally,
- Please stay home if you are sick to avoid contaminating others.

As an agency, we will follow the Centers for Disease Control and Prevention guidance regarding individuals returning from overseas travel. **Team members returning from overseas areas of**



concern should notify Human Resources and be prepared to discuss their adherence to Centers for Disease Control and Prevention protocols.

Business Disruption

The potential for disruption to our operations includes – but is not limited to – closure of schools and daycare facilities and locally mandated public health directives. Although we **do not anticipate an office closure**, we are preparing for the following business continuity considerations:

1. Activation of our agency-wide communication network (Omni-Alert) to provide emergency notification and regular updates.
2. Establishing the ability for all employees to telecommute in the event of an office closure or reduced team availability due to a major shutdown of schools and daycare centers.
3. Teleconference capability for meetings (i.e, GoToMeeting, Skype, etc.) in the event of a prolonged office closure.
4. Training, technology testing and processes for deploying each of the above.
5. A process for any of us to notify Human Resources of individual accommodations that may be necessary (self-quarantine, illness, other considerations).

Keeping our Team Informed and Updated

We'll update you if any significant developments occur. In the meantime, I'll be holding a brief Staff Meeting to review this memo and take any questions you might have on Thursday, March 5 at 4:00 p.m. in Conference Room 2B/2C.

If you have suggestions or input on the plan, please send your comments to Human Resources and we will take them into consideration.