

# COVID-19 Update

## Message from the General Manager's Office

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March 17, 2020

Fellow Employees,

As we continue to deal with the evolving COVID-19 (aka Coronavirus) situation, I want to update and remind you about a number of important things.

Your safety and welfare remain my biggest concern as we continue the critical function of providing the City with water and power, which itself has become a duty of paramount importance during these times.

We have been carefully following the guidelines that were sent out earlier to ensure that employees who are sick are not in the workplace, to maintain our work environment at the highest level of hygiene, and to have employees with exposure self-quarantined on Paid Administrative Leave. Our 10,600 employees work in a variety of settings all over the City and beyond, but we all share in our mission and our obligation to watch out for ourselves and each other.

It is of critical importance that you take to heart the concept of Social Distancing. The best way to keep yourself safe is to keep a safe space between yourself and others, wash your hands and/or use hand sanitizer frequently, and even though common surfaces are being sanitized regularly, use your sleeve, a paper towel, or back of your hand to operate handles, elevator buttons, and other things that are touched by everyone. These are good practices in general no matter where you are.

We have been taking steps to reduce public exposure at our Customer Service Centers, closed JFB to the public, and reduced crowding among employees.

We will continue acting to limit the risk of exposure per the GM Bulletin issued last week concerning employees who show symptoms of respiratory or other illness in the workplace. At the urging of Mayor Garcetti, the City as a whole is beginning to roll out telecommuting plans for workers whose jobs allow for it. We have also developed plans for telecommuting for DWP staff and expect to begin having many of you work from home during the course of this week. This will greatly reduce the potential risk of exposure to those employees who need to be at work in their traditional capacity. It is simple math, the fewer people at any work location, the fewer chances that COVID-19, or any illness can be passed amongst employees.

As we continue to serve Los Angeles, my commitment to you is that we will do this in the safest and smartest way possible.

As always, thank you for your cooperation and dedication. We will continue to communicate important information to you.



Martin L. Adams  
General Manager and Chief Engineer