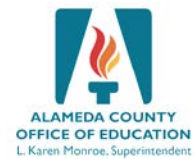




Erica Pan, MD, MPH  
Interim County Health Officer  
Alameda County Public Health Department  
Alameda County Health Care Services Agency  
(510) 267-8000  
[www.acphd.org](http://www.acphd.org)



L. Karen Monroe  
Superintendent of Schools  
Alameda County Office of Education  
(510) 887-0152  
<https://www.acoe.org/alameda>

---

February 4, 2020

Dear Administrators, Teachers, Staff, and Parents:

The CDC and state and local public health departments are closely monitoring developments regarding an outbreak caused by a novel (new) coronavirus first identified in Wuhan, Hubei Province, China. There are 11 confirmed cases in the United States. Public health departments are working diligently to identify anyone who might be infected to prevent further spread of the outbreak. To date, there are 4 confirmed cases in Northern California and no confirmed cases in Alameda County. These individuals and their households have been isolated and are being monitored by their respective counties' public health departments. The risk to the general public remains low.

The best way to address anxiety and stress is to stay informed. We acknowledge the impact that this outbreak is having on our community, and on those who have friends or relatives who are affected. We are thinking of you.

### **What you need to know**

People who have travelled from anywhere in mainland China within the past two weeks should stay at home and avoid public settings, work, school, or large gatherings. Please call the Alameda County Public Health Department at 510-267-3250 for additional guidance.

If individuals who have returned from mainland China in the last two weeks are feeling ill with a fever and/or cough or difficulty breathing, they are advised to call their health care provider before going into the clinic or hospital and notify the Alameda County Public Health Department at 510-267-3250.

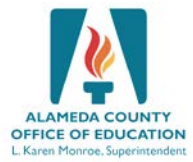
The general Alameda County public should continue to engage in their regular activities and people should not be excluded from activities based on their race or country of origin.

### **Since this is the height of cold and flu season, we encourage all students, parents, and staff to take common-sense precautions to prevent the spread of all infectious diseases.**

- Encourage students and staff to stay home when they are sick.
  - Those who have a fever at school should go home and stay home until at least 24 hours after they no longer have a fever without the use of fever-reducing medicine.
  - Separate sick students and staff from others, ideally in a separate place, until they can be picked up to go home.



Erica Pan, MD, MPH  
Interim County Health Officer  
Alameda County Public Health Department  
Alameda County Health Care Services Agency  
(510) 267-8000  
[www.acphd.org](http://www.acphd.org)



L. Karen Monroe  
Superintendent of Schools  
Alameda County Office of Education  
(510) 887-0152  
<https://www.acoe.org/alameda>

- 
- Promote hand hygiene among students and staff through education, scheduled time for handwashing, and availability of soap and water or hand sanitizer.
  - Avoid touching your face, particularly your eyes, nose, and mouth.
  - Teach and encourage proper cough etiquette—cough or sneeze into a tissue, sleeve, or arm (do not use hands).
  - Perform routine surface cleaning.
  - Be vigilant when attending large gatherings, as this is where respiratory viruses often spread. If you are not feeling well or are experiencing cold, flu, or other symptoms, stay home to avoid spreading germs.

For more information on the novel Coronavirus, please visit the Alameda County Public Health Department website [www.acphd.org](http://www.acphd.org); we will keep the website updated with any local information or resources as we know more. We will monitor the developing situation and inform you of any additional public health recommendations.

Sincerely,

A handwritten signature in blue ink that reads "Erica Pan".

**Erica Pan, MD, MPH, FAAP**  
Interim County Health Officer  
Alameda County Public Health Department

A handwritten signature in blue ink that reads "L. Karen Monroe".

**L. Karen Monroe**  
Superintendent of Schools  
Alameda County Office of Education