

Memo

To: JTA Administrative Employees
From: JTA Executive Leadership Team
Date: March 3, 2020
Subject: Update on Coronavirus

The health and safety of our employees and customers is our top priority. With the situation surrounding the Coronavirus unfolding, we want to update you on what measures the JTA is taking to ensure your well-being.

JTA Leadership remains in constant contact with the Florida Department of Health, the City of Jacksonville's Emergency Operations Center, as well as local, state and federal agencies to prepare for and coordinate any potential response to this or any other health-related issues.

As of this date, neither the CDC, nor the Florida Department of Health have placed any restrictions on the use of public transit, including any JTA services. We understand that a majority of our workforce in Transit Operations and throughout the organization have regular and direct contact with customers, other employees and the public. While the risk of coronavirus is low, we ask that you follow the recommended preventative measures as outlined by the CDC.

Symptoms closely look like the common flu and other respiratory infections and include coughing, sneezing and fever. Recommend preventative measures from the CDC are listed on the second page of this Memo.

Additionally, here is a full list of reminders from the CDC that answers many of the questions you may have about this disease: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

If you have any concerns, please contact Safety at safety@jtafla.com or call the Employee Hotline for any further updates at (904) 358-8500

We will update you as we get more information and guidance.

CDC: Prevent the spread of respiratory viruses such as Coronavirus

The CDC does not recommend that surgical or dust masks be worn by unaffected people, but does recommend it for those who are experiencing symptoms. The best way to prevent the spread of Coronavirus is to take the same steps you would to reduce the spread of the flu and the common cold:

- Wash your hands with soap and hot water for at least 20 seconds several times per day
- Avoid shaking hands – try a fist bump or giving a thumbs up
- Use your knuckles to touch light switches or elevator buttons inside a building
- Open doors with your closed fist or hip and try to avoid grabbing the handle with your hand unless there is no other option – this is especially important for commonly used areas such as breakrooms and restrooms
- Use hand sanitizer/soap throughout the day
- If possible, cough or sneeze into a tissue and throw it away - do not sneeze into your clothing
- Clean and disinfect regularly used surfaces several times per day

