




**Metro**

# Interoffice Memo

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<b>Date</b>	January 24, 2020
<b>To</b>	All Employees
<b>From</b>	Kenneth Hernandez, Chief Risk, Safety & Asset Management Officer 
<b>Subject</b>	Coronavirus Information

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The purpose of this memo is to provide information regarding the recent report of a new coronavirus. The origin of the disease has been traced to Wuhan City in China. Because of the new disease, the Centers for Disease Control (CDC) is acting with abundance of caution to screen travelers from Wuhan City who may be arriving at JFK airport in New York, and San Francisco and LAX airports in Los Angeles.

According to the Los Angeles County Department of Public Health (LACDPH), coronaviruses are a large family of viruses, some of which can cause respiratory illness in people who circulate around animals. Common symptoms in infected persons include fever, cough, and shortness of breath or difficulty breathing. If you develop any of these symptoms, contact your health care provider.

Corporate Safety is monitoring the efforts of CDC and LACDPH to ensure that timely information is provided to Metro employees concerning any preventive and control measures.

If you have any questions or concerns regarding coronavirus, please refer to the following link for additional information:

<https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china>

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