

**From:** Jessica Harrison  
**Sent:** Wednesday, May 6, 2020 9:08 PM  
**To:** TEXAS EMPLOYEES  
**Subject:** DCO Austin: Social Distancing Guidelines

Good evening everyone,

The Governor of Texas released some new guidelines today that opened businesses at reduced capacity and gave the below advice.

“In accordance with guidance from DSHS Commissioner Dr. Hellerstedt, and to achieve the goals established by the President to reduce the spread of COVID-19, every person in Texas shall, except where necessary to provide or obtain essential services or reopened services, minimize social gatherings and minimize in-person contact with people who are not in the same household. People over the age of 65, however, are strongly encouraged to stay at home as much as possible; to maintain appropriate distance from any member of the household who has been out of the residence in the previous 14 days; and, if leaving the home, to implement social distancing and to practice good hygiene, environmental cleanliness, and sanitation.”

As administrative spaces and other essential services begin to reopen at limited capacity, I wanted to provide you some guidance for DCO office space. All DCO offices will continue to operate following the CDC and DSHS recommended procedures including: increased hygiene and sanitation as well as continuing social distancing practices. All DCO Employees should practice social distancing, not gather in large groups and be creative about meetings to limit exposure to others. The CDC recommends wearing a face covering when social distancing is not possible. At this time, if you are working remote and able to continue to working remote, please do so. Future information about reopening the office will be released as we learn more from state leadership.

If you have any questions, please refer to the guidelines below or reach out to myself and your manager.

**DSHS recommends these everyday actions to help prevent the spread of any respiratory virus, including COVID-19:** <https://www.dshs.texas.gov/coronavirus/#prevent>

- Wash hands often for 20 seconds and encourage others to do the same.
- If no soap and water are available, use hand sanitizer with at least 60% alcohol.
- Cover coughs and sneezes with a tissue, then throw the tissue away.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Disinfect surfaces, buttons, handles, knobs, and other places touched often.
- Avoid close contact with people who are sick.

DSHS also recommends that you start practicing social distancing. Social distancing involves staying away from other people to avoid catching or spreading illness. It's a fancy term for avoiding crowds and minimizing physical contact. This could mean avoiding concerts or weddings, skipping the handshake, and/or staying at least six feet away from others.