

12 March 2020

Dear Friends,

In light of the COVID-19 pandemic, the Pima County Democratic Party has taken precautions to reduce public gatherings at headquarters until we have a better understanding of the situation. This is a developing situation and we are constantly re-evaluating what we need to do to eliminate unnecessary risks. Thanks for your understanding.

To that end, the following procedures are now in effect:

- Pima County Democratic Party headquarters, at 4635 E. 1st St., will be closed to the public. People who come to the office will see a sign asking them to call the front desk.
- Front-office volunteers will continue to come to work and answer phones. The building has been on safety alert for two weeks, doubling our sanitizing procedures at each shift (wiping down phones, keyboards, doorknobs and other routine items with bleach products). Volunteers and staff have briefed on virus-protection protocols.
- Front-office volunteers are aware of the option to work from home.
- Anyone delivering or collecting items such as petitions or literature should call to arrange a time to meet at HQ.
- Should any of our volunteers or their household members become infected with the virus, we shall immediately instruct all staff and volunteers to work from home. We have assembled mobile information packets so that office volunteers will continue being the public's hub of information.
- All events scheduled for the Big Room or Red Room are temporarily suspended.
- We will use teleconferencing and video conferencing, when feasible, to reduce exposure.

Our goal is to seamlessly continue providing the public with information about PCDP's activities involving voting, elections, candidates, events and campaigns. The communications flow shall remain active and robust. PCDP's website, social media, newsletters and emails will continue uninterrupted to keep our community of Democrats informed.

Please stand by as this situation develops. Our website will provide updates:

www.pimadems.org.

PCDP remains vigilant, prepared and flexible as we ensure the safety of our people and pursue our mission of electing Democrats in 2020. Thank you for supporting these wonderful community events. We are all in this together as we strive to keep our friends, volunteers, staffers and loved ones safe, secure and healthy.

With Gratitude, The PCDP Team