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TO: WCD Staff, CTI, Levy, VISIT Milwaukee
FROM: MJ Gilfillan, VP of Human Resources
DATE: March 4, 2020
RE: Preventative measures against Coronavirus

In light of the continuing news and progress of coronavirus (COVID-19) throughout our country and our industry, we want to share the proactive measures which the Wisconsin Center District is taking to combat the spread of illness across our campus, for our employees, our clients and guests.

The most effective way to stay healthy and minimize the spread of infectious disease is to follow basic health best practices including:

- Wash hands for a minimum of 20 seconds with hot, soapy water (sing Happy Birthday to yourself twice. Or out loud for more fun)
- Cough or sneeze into the crook of your arm
- Wipe down work surfaces with antibacterial wipes. This could include your keyboard, mouse and phone(s), and other equipment like gears, steering wheels, tools, etc.
- If you feel unwell, please stay home (Seriously. Stay home.)

The WCD has invested in dozens of new hand sanitizing stations which will be placed throughout public spaces in our buildings. We have also ordered enough containers of disinfecting wipes for everyone to have at least one dedicated container. We expect these will be delivered in the next week. Additionally, the cleaning staff has come up with a thorough protocol checklist for disinfecting hard surfaces on every shift, and the building facility staff is monitoring the status of air filters in all buildings.

The WCD is prepared to alter our procedures and planning should the situation change. Any directives from the World Health Organization, CDC, or local governmental organizations will be followed. We are also thinking ahead regarding the impact of travel, upcoming trips, and other events in the context of the coronavirus. We will communicate any new information when the time is appropriate. We want to take all precautions necessary to keep our staff well.

Be Bold. Be Proud. Be ~~Experienced~~ Hand Washing Obsessed.

Warm Regards

MJ Gilfillan

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Wisconsin Center District owns & operates the Wisconsin Center, UWM Panther Arena & Miller High Life Theatre