

Memo

To: All McC Campbell Analytical Employees and Clients
From: Ed Hamilton, Laboratory Director
Date: March 19, 2020
Re: McC Campbell Analytical Inc (MAI) preventive measures against COVID-19

This memo is to inform all MAI employees and clients of the current COVID-19 situation causing unexpected restrictions to our daily activities. MAI is taking heightened precautions to help avoid the spread of this virus through our lab and throughout the community.

Contra Costa Health Services has issued a shelter in place order effective Tuesday, March 16, 2020, at midnight and through April 7, 2020. Since MAI is considered an Essential Business, we will continue to operate as a laboratory and adhere to established safety guidelines as outlined in the order. MAI is practicing social distancing by 6 feet or more, washing hands frequently, not touching ones face, and maintaining an overall heightened level of personal hygiene during this mandate.

Any MAI staff member exhibiting or experiencing cold or flu-like symptoms is not allowed to be in the laboratory to avoid any potential spread. If a staff member cares for, or can't avoid close proximity to a vulnerable (elderly and/or infirm) family member or friend, they are strongly encouraged to stay away from work and self-quarantine. This is because a significant number of COVID-19 infected people do not exhibit any symptoms, so employees may be infected but asymptomatic. Staff is allowed to work remotely during this time provided the job duties encompass this availability.

All MAI employees who can work from home are encouraged to do so for the remainder of this order. MAI will be working with a skeleton crew & staggered shifts to comply with the orders mandates.

Current operations are running under temporary business hours of 8 am to 6 pm. We are accepting samples from our clients as we can accommodate them on a day to day basis, prioritizing public safety & utility samples.

Laboratory couriers are running at full capacity to ensure clients receive containers and are available for sample pickups changing out gloves between pickups to make sure transfers between MAI and clients are as clean as possible. Our Sample Reception staff is taking additional safety precautions by wiping down counters, doorknobs and other high touch surfaces several times daily.

It is the commitment of MAI to continue to provide analytical support to our clients during these unprecedented times.

Best Regards,

Edward Hamilton
Laboratory Director