

LUCY ADAME-CLARK

COUNTY CLERK



BEXAR COUNTY

BEXAR COUNTY COURTHOUSE
100 DOLOROSA, SUITE 104
SAN ANTONIO, TEXAS 78205

February 28, 2020

To all our Bexar County Clerk Staff,

We are in a severe scare across the world with the COVID-19 virus (Coronavirus).

I ask and plead that all our staff make sure we take extreme measures in keeping ourselves safe during this time.

As we come into contact with individuals in the Courthouse, Justice Center, Paul Elizondo Tower and out in public areas please keep in mind, it's our duty to provide the best customer service.

The Administration staff will make sure we provide all the necessary support and needed supplies to keep both us, as well as the public safe.

Please Remember to Always:

- *Wash your hands constantly with soap and water**
- *Cover your mouth and nose when you cough or sneeze**
- *Use a tissue and throw it away**
- *Spray Lysol before you start your day and before you leave at the end of the day**
- *Use disinfecting wipes to wipe down counter tops**
- *Have anti sanitizer pumps on the counter for the customers/employees**
- *If you have flu like symptoms please see your doctor immediately**

As public servants, our job is to serve the public, but at the same time, we need to be cautious. Please remember we go home to our loved ones and want to make sure we keep everyone safe and healthy at home as well.

If there is anyone that wants to make recommendations to better protect yourselves, colleagues and the public, please email my Executive Assistant, Lorenzo Gonzalez (lorenzo.gonzalez@bexar.org).

Sincerely,
Lucy Adame-Clark
Hon. Bexar County Clerk