

From: [Carlos A. Gimenez, County Mayor](#)
To: [\(MetroNet\) Department Directors](#)
Cc: [\(Office of the Mayor\) Department PIOs; Marquez, Myriam \(Office of the Mayor\)](#)
Subject: IMPORTANT: Centralized communications on COVID-19
Date: Friday, March 6, 2020 3:29:51 PM
Attachments: [37-1920-67470_Coronavirus Prevention Flyer.pdf](#)
[37-1920-67470_Coronavirus Prevention Flyer_SPANISH.pdf](#)
[37-1920-67470_Coronavirus Prevention Flyer_CREOLE.pdf](#)

Directors / County Communicators,

Miami-Dade County has set up a webpage, www.miamidade.gov/coronavirus, to centralize communications from the County to all our stakeholders for information related to the Coronavirus situation. We are updating that information daily and there are links to the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health. Any departmental service updates and information as it relates to the Coronavirus (COVID-19) should be sent to 311alerts@miamidade.gov and comminfo@miamidade.gov for review by my office and posting on the webpage.

The page also includes a Resources button, which has posters/flyers in English, Spanish and Creole for ALL departments to use in *all* our County buildings, cultural centers, airports and the Seaport. (Samples attached) These have been approved by my Office and should not be altered.

Unlike the CDC posters and others we have been using, the County's posters contain the 24-hour phone line for the Department of Health in Miami-Dade County, which is a crucial connection point for those who believe they may have been exposed to COVID-19. We are currently editing those posters for use by all departments on social media. We are working on informational videos in those three languages as well.

Additionally, I would like to take this opportunity to remind you to be judicious when sharing information on your social media channels. Information that is shared should be directly related to the service you provide our county's residents, visitors, and businesses and from trusted sources. When at all possible, you **MUST** drive individuals back to our webpage to consistently communicate via a single source of information. Departments should use the collaterals available to them under the Resources section for all of your outreach, including your social media channels.

If you have any questions or concerns, please contact Senior Advisor and Director of Communications Myriam Marquez in the Office of the Mayor at 305-375-1545.

Carlos A. Gimenez, **Mayor**
Miami-Dade County
(305) 375-1880

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Please forward your questions, comments or concerns to: mayor@miamidade.gov

