HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

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Voice/Relay

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TO: Howard County Employees

FROM: Lonnie R. Robbins
            Chief Administrative Officer

SUBJECT: Coronavirus Security Awareness

DATE: March 11, 2020

This communication was sent via global email to all Howard County employees on Wednesday, March 11, 2020 at 10:11 a.m.

Dear Employees,

In light of recent events surrounding COVID-19 (Coronavirus), please remain aware that scams are increasing.

We recommend taking the following actions to remain safe while online or using a computer:

- Be cautious handling any email with **COVID-19** or **Coronavirus** as the subject
- Do not access your personal email from a work computer and click on any news articles, links, or attachments related to COVID-19
- Do not click links in emails from questionable sources (non-government)
- Be cautious opening any attachment or clicking on links related to COVID-19
- Be wary of social media posts/claims, texts, or phone calls related to COVID-19
- Use trusted websites for factual information, such as Government Websites (example: cdc.gov or howardcountymd.gov)
- Never reveal personal or financial information in email or over the phone
- Verify a charity's authenticity before making donations

Thank you for remaining vigilant at this time.