

Civil Court  
of the  
City of New York



CAROL ALT  
CHIEF CLERK

111 CENTRE STREET  
NEW YORK, NEW YORK 10013

**MEMORANDUM**

To: All Judicial & Non Judicial Employees at Richmond Civil Court

From: Carol Alt *From A. Tignor DCCV, for CAROL ALT, CHIEF CLERK*

Date: April 27, 2017

Re: **Important Notice - MUMPS**

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Please be advised that there has been a confirmed case of Mumps at your courthouse.

Mumps is spread by cough and saliva. The New York State Department of Civil Service-Employee Health Services recommends that if you have not been inoculated for Mumps, you contact your healthcare provider. Inoculation after initial exposure may help prevent contracting the infection.

Anyone showing symptoms of Mumps (swollen face and/or cheeks, fever, muscle aches, tiredness, pain while chewing, difficulty swallowing, fatigue, loss of appetite, ear pain) should contact a primary healthcare provider immediately.

For more information about Mumps, please visit the Centers for Disease Control and Prevention website at: <https://www.cdc.gov/mumps/>.

CA:cac

c: Work-Safe Office