

- Find all press releases/announcements – press conferences/actions taken – what has announced
- Major events add press [1st case/closed schools/businesses/1st death]
- Intermix press of major events in:
 - Washington State [highlight text in green]
 - California [highlight text in yellow]
 - Massachusetts [highlight text in blue]
 - (she wants these to stand out v. GAMC actions)
- When did those other states have their first case/restrictions/first death?

The formatting:

- Date [hyperlink]: (source) Title of press release or news article
 - Short sentence about what was announced or what major event occurred [if it is not obvious from the title]

Example:

January

- [1/24/20](#): (Gov. Press Release) Governor Cuomo Outlines State Response to First Two Confirmed Cases of Novel Coronavirus in United States
 - Department of Health issued guidance to healthcare providers, healthcare facilities, clinical laboratories and local health departments to provide updated information about the outbreak, and ensure the proper protocols are in place if a patient is experiencing symptoms consistent with the novel coronavirus.

From: Jamie Malanowski <Jamie.Malanowski@exec.ny.gov>
Sent: Monday, March 30, 2020 9:42 AM
To: Victoria Raneses <Victoria.Raneses@exec.ny.gov>
Cc: Thomas Topousis <[REDACTED]> 'Topousis, Thomas A' <ttopousis@panynj.gov>
Subject: Conference call

Good morning Victoria--

Tom Topousis and I just has a talk with Melissa about the coronavirus project.

Perhaps the three of us could have a talk this morning, just to make sure we are on the same page.

Does 10:30 or 11:00 Work for you?

Thanks,

Jamie

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