

From: Maurice Jones
Sent: Wednesday, April 08, 2020 8:38 AM
To: Town Email Users
Subject: Updated Guidance on COVID-19 Protection

Hello Everyone,

Based on new recommendations from the Centers for Disease Control and Prevention (CDC) and an increasing number of COVID-19 cases in our region, the Town is providing new guidance for all employees and contractors working on-site. Please note that Police and Fire Department employees may have additional instructions that will come from Chief Blue and Chief Harris.

- **Self-screening:** before reporting to work, all individuals should take their temperature and assess any potential symptoms, which now include a broader range including fever, cough, shortness of breath, runny nose/sinus congestion, sore throat, muscle aches, and headaches. If you have ANY of these symptoms, contact your supervisor BEFORE reporting to work. If you develop symptoms, do not return to work until you have been cleared by a healthcare provider and proper documentation is provided to your department/supervisor.
- **Wear a face covering:** CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies). Based on the CDC recommendations, all employees are encouraged to wear a mask or cloth face covering in public. The reason for the CDC recommendation is that a significant portion of individuals infected with coronavirus lack obvious symptoms and can transmit the virus to others before showing symptoms. Also, wearing a mask helps the wearer avoid touching their face, which helps reduce transmission. The Town is working to procure masks for employee use and we will communicate with employees if we are able to acquire the masks.
- **Maintain at least 6-foot physical distance:** continue to practice physical distancing measures of maintaining at least 6 feet from others to prevent the transmission of the virus. Do not gather in groups and avoid crowded places and gatherings of 5 or more people.
- **Practice good hand hygiene:** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- **Avoid touching face:** Avoid touching your eyes, nose, and mouth with unwashed hands.

Please communicate these provisions to anyone in your area who must work on-site to support critical operations. We are expecting an increase in COVID-19 cases in the coming weeks, and these measures will help limit the spread and protect ourselves as we maintain our essential services during this public health crisis.

Be safe.

All the Best,

Maurice

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