



Town of Cromwell Office of the Town Manager

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Town Manager

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To: All Employees

From: Anthony J. Salvatore
Town Manager

Date: March 13, 2020

Re: Corona Virus

The following is information pertaining to the Town of Cromwell and Coronavirus

The Town has been monitoring developments with COVID-19 (2019 Novel Coronavirus). The Town monitors and follows the guidance from the Centers for Disease Control and Prevention and the World Health Organization.

Coronavirus is a virus that can cause respiratory problems. Symptoms include fever, cough and difficulty breathing. The virus is spread similar to the flu by coughing and sneezing. Symptoms may appear between 2 to 14 days after exposure.

Preventative Measures

Prevention is priority and the Town is taking necessary steps to prepare for the potential spread of Coronavirus. Everyone must follow strict procedures for frequent and thorough cleaning and disinfecting.

Maintenance will continue to wipe down all surfaces, especially those that are frequent points of contact as required by the Town. Hand sanitizer should be used frequently. Wiping down handrails and doorknobs is already a part of daily duties when employees are cleaning.

Public and Employee Communication

Posters are currently being distributed for display in public view. These posters outline information and tips about how to prevent the flu, including coronavirus, from spreading.

Personal hygiene posters will also be distributed and posted in common areas and all restrooms. Updates based on current CDC recommendations will continue.

Employees are strongly encouraged to avoid travel outside of Connecticut and the United States until further notice. Also, as a precautionary measure, travel and programs will be restricted until further notice. Services provided by the Town will be limited based on necessity.

Prevention

Everyone should follow the same precautions recommended to avoid colds/flu. If you believe that you may have been exposed to coronavirus, consult with your doctor or health care provider as soon as possible.

There is currently no vaccine to prevent 2019-nCoV infection. The best way to prevent infection is to avoid exposure. The Center for Disease Control and Prevention (CDC) recommends everyday preventive actions to help prevent the spread of respiratory viruses, including.

- › Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer
- › Avoid touching your eyes, nose, and mouth
- › Avoid close contact with people who are sick
- › Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- › Clean and disinfect frequently touched objects and surfaces
- › If you need to travel, to avoid illness while away, please follow the World Health Organization (WHO's) guidelines on the WHO website at <https://www.who.int/health-topics/coronavirus>

If you believe that you may have been exposed to coronavirus, consult with your doctor or health care provider as soon as possible.

Potential Preparation

At this time, the public is restricted from entering, however, Town Hall employees are required to report to work.

If an employee is out due to COVID-19 related absence (require or voluntarily - due to self-diagnosis/monitoring, child care needs) the appropriate accrual(s) based on the reason can be used in accordance to the collective bargaining agreement. Management should grant accrued time according to the collective bargaining agreement.

The Town will continue to monitor this situation and keep you informed as we learn new information. Our first priority is the safety and health of everyone. We will update employees with any new information that becomes available.

Please do not hesitate to contact me with any questions.