



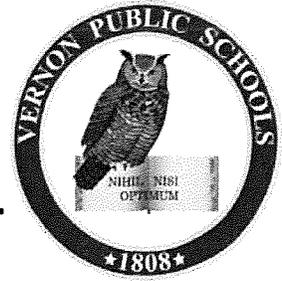
TOWN OF VERNON

OFFICE OF THE MAYOR

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DATE: Tuesday, March 10, 2020

TO: Open Letter to the Town of Vernon

FROM: Mayor Daniel A. Champagne *de*
Dr. Joseph P. Macary, Superintendent of Schools *pm*
Michael J. Purcaro, Town Administrator and Emergency and Risk Management Director *de*

CC: Dawn Maselek, Assistant Town Administrator
Robert Testa, Assistant Superintendent of Schools

RE: Coronavirus (COVID-19) Update

The health and safety of our residents, staff and families is our top priority. The Town of Vernon and Vernon Public Schools are closely monitoring the evolving impact of the Coronavirus (COVID-19) and are actively engaged in regular communications with local and state public health and safety officials. We have implemented our emergency response plans to ensure the continuity of operations for core government and school functions. At this time, normal school and government operations will continue, however, certain public events may be canceled or postponed.

Please note, we have implemented the following protocols in response to COVID-19:

For our employees:

- There is a freeze on all official business travel outside of Connecticut. Any previously requested or approved travel for official business is subject to review by the Town Administrator or the Superintendent of Schools, respectively.
- Whenever possible, business should be conducted remotely through teleconference or online collaboration, especially with out-of-state contractors or visitors.

For our community at large:

- Persons who are at higher risk, including those age 70 or older, and/or those with chronic conditions or weakened immune systems **are strongly encouraged not to attend** meetings or events with large numbers of people. Online or telephonic participation is suggested.

- We have enhanced our cleaning procedures for all municipal facilities including school buildings by increasing the frequency and intensity of disinfection. Common touchpoints such as doorknobs and handles shall receive special attention.
- Access to some town facilities may have limited access for the public. All offices will remain accessible by telephone or email.

We are also recommending and implementing the following controls to reduce the transmission of COVID-19 and other infectious diseases in our workplaces and schools:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- You should stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Routinely clean and disinfect frequently touched objects and surfaces.
- Obtain a flu vaccine.

We will continue to provide updates on this evolving situation. For more information on COVID-19 please visit the State of Connecticut's website at <https://portal.ct.gov/Coronavirus>.

Thank you for your continued support in keeping our community safe and healthy.

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