MEMO

TO: Town & County Employees

FROM: C. Elizabeth Gibson, Town Manager

DATE: March 11, 2020

CC: Roberto Santamaria, Health Director
          Amanda Perry, HR Director
          Board of Health
          Select Board

RE: SARS COVI-2 (COVID-19)

As of yesterday, March 10, 2020, Governor Baker has declared a state of emergency with respect to the corona virus. Given this declaration we will be closely monitoring what this means to the Town and its employees. Currently:

- Conferences, seminars or other gatherings hosted by State agencies may be cancelled or hosted virtually until further notice.
- We are actively reviewing our continuity of operations plans (COOP) for day to day operations as well as scheduled Town conferences, meetings and gatherings including Annual Town Meeting.

The Town of Nantucket, in collaboration with local, state, and federal health officials is closely monitoring the outbreak caused by the coronavirus disease (COVID-19). Our priority is the safety of our employees and ensuring our ability to continue to service our community.

The Town has established an incident management team currently scheduled to meet on a regular basis for situational briefings regarding the COVID-19 outbreak and to assess the impact across our departments and in our community. Please be advised that the guidelines set forth below are as of today, March 11, 2020, and are subject to change on the basis of the information provided by the Centers for Disease Control and Prevention (CDC). Future communication regarding this matter will be sent by email and posted on the Town website here: https://www.nantucket-ma.gov/1657/Coronavirus-Updates. Please also be advised that the Town has an emergency closure telephone line at 508-228-7200 extension 5555. Should we need to modify office hours or close offices, we will be utilizing this line to communicate that information to staff.

from the desk of.....

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This is a rapidly evolving situation and we will, of course, continue to communicate with you on developments as applicable. In the near term, we encourage you to focus on the health and safety of you and your family.

Protect your health:

The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you 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 using a regular household cleaning spray or wipe often.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

What to do if you are sick:

Stay home: Employees who are mildly ill with COVID-19 are recommended to isolate at home during their illness. You should restrict activities outside your home, except for getting medical care. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.

Call ahead: If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other employees from getting infected or exposed.

Call 911 if you have a medical emergency: If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Stay at home until instructed to leave: Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

If you have any questions or concerns related to Town personnel policies and procedures, please contact Human Resources at HR@nantucket-ma.gov. We are working hard to do everything we can to be prepared and address your concerns. While we respect the uncertainties inherent in the Coronavirus outbreak, we believe we are well prepared to respond to impacts that could occur.

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What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See COVID-19 and Animals for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

Cover your Cough

Cover your mouth and nose with a tissue when you cough or sneeze

or

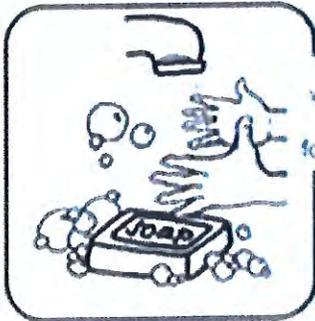cough or sneeze into your upper sleeve, not your hands
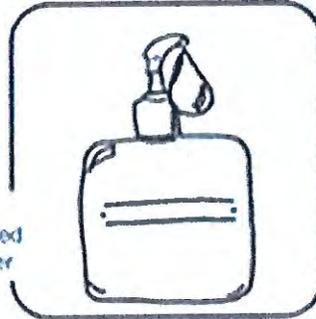
Put your used tissue in the waste basket

Clean your Hands

after coughing or sneezing

Wash hands with soap and warm water for 20 seconds

or

clean with alcohol-based hand cleaner