

# MEMO



TO: Town & County Employees

FROM: C. Elizabeth Gibson, Town Manager  
*C. Elizabeth Gibson*

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.....*

C. Elizabeth Gibson  
Town Manager  
16 Broad Street  
Nantucket, MA 02554  
508-228-7255  
lgibson@nantucket-ma.gov

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](mailto: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.

*from the desk of.....*

C. Elizabeth Gibson  
Town Manager  
16 Broad Street  
Nantucket, MA 02554  
508-228-7255  
[lgibson@nantucket-ma.gov](mailto:lgibson@nantucket-ma.gov)