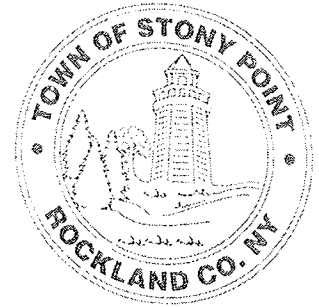




Town Of Stony Point

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The coronavirus has been classified as a pandemic by the World Health Organization. It is altering the daily routines of citizens throughout the world. Coronavirus is particularly dangerous for those over the age of 50 who contract it so please be cognizant of the risks when planning activities and functions. The number of people who will test positive for the potentially fatal COVID-19 remains unknown, but there are steps we can take, and must take, to protect ourselves and help our fellow workers. I encourage you to use extreme caution and adhere to the best practices put forth by the health experts, namely:

- Practice Respiratory Hygiene: Remember to cover your mouth when coughing and covering your nose when sneezing.
- Properly wash your hands frequently throughout the day. Employee hand washing on a routine basis and after contact with the public, utilize hand sanitizer / antibacterial rubs (containing 60-95% alcohol) for use after contact with the public and/or co-workers and throughout the work day.
- Maintain clean work areas, sanitize work areas which are "high-touch" areas such as public counters, door knobs, light switches, desk tops, phones, keyboards, toilets, faucets, and sinks.
- Practice "social distancing."
- Avoid Touching your Eyes, Nose, and Mouth.
- Avoid any non-essential traveling.
- Look to minimize the areas of public access throughout our facility and on job sites, to reduce the potential for contamination, transmission and those areas which have to be routinely sanitized.
- Stay Informed!

Here is what we are doing to combat the spread of the virus:

- Employees feeling ill may have the following symptoms – fever, cough, shortness of breath – and Will be separated from other employees, directed to leave work or stay home, and contact their doctor.
- When practical, we may minimize hours that employees are susceptible to community spread, including adjusting work hours, closing/postponing non-essential operations, and develop alternate methods of contact, where applicable.
- Consideration is being given to see if employees can effectively work from home – this might be difficult given the nature of our business.
- Employees responsible for custodial maintenance should always be wearing disposable gloves when cleaning public areas, restrooms and restocking restroom supplies (soap, sanitizer,

toiletries) and remove these gloves safely prior to leaving the restrooms or sanitized space to prevent cross contamination.

Among the best resources to follow are the Centers for Disease Control and Prevention ([cdc.gov](https://www.cdc.gov)) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. and the World Health Organization ([who.int](https://www.who.int)). While this threat is ominous, I am confident we will overcome this disease with calm and vigilance, hopefully in short order.

The coronavirus situation will be changing rapidly so we have to be nimble in our approach to our work schedule. At this time, we are proceeding with caution and optimism each day. If there are any schedule changes or delays, we will certainly let you know in a timely manner.

Should you have any questions or concerns, please contact me.


Jim Monaghan
Supervisor