

NOTICE FROM THE SELECTBOARD RE: COVID-19

March 10, 2020

Effective March 16, 2020, the Town of Mendon will limit activities and meetings at the Town Office to essential municipal operations only. The Selectboard, Planning Commission and Zoning Board of Adjustment will continue to meet as scheduled until further notice or action is required. Non-essential activities and meetings will not be allowed at the Town Office until further notice.

******STOP******

If you have symptoms of COVID-19 i.e. fever, cough and difficulty breathing, please **DO NOT** come into the Town Office.

Contact the Town Office at 775-1662 or mendonclerk@comcast.net to assist in transacting your town business.

Help prevent the spread of COVID-19, wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.



Town of Mendon
2282 U.S. Route 4
Mendon, Vermont 05701
802-775-1662
www.mendonvt.org

March 10, 2020

To: Mendon Employees
From: The Mendon Selectboard

Re: COVID-19

The Town of Mendon Selectboard is monitoring the development of the COVID-19 outbreak. In response, Mendon is reviewing information from the Vermont Department of Health, the Centers for Disease Control and Prevention (CDC) and Vermont Emergency Management (VEM).

The health of its staff is a top priority for the Town of Mendon. Effective immediately, the Selectboard is imposing the following procedural changes to protect against exposure to COVID-19.

If you have symptoms of COVID-19 (fever, cough and difficulty breathing) you must contact your care provider immediately. Your health care provider will determine testing for COVID-19 and the actions you must follow. Please communicate with Sara the direction from your health care provider. If you are out of work as directed by your doctor, you must provide a note from your doctor to return to work.

Do not come to work if you are sick.

While the town can not regulate your activities at home, the Selectboard strongly encourages you to protect yourself and your families by implementing safe practices at home.

All Employees:

1. Wash your hands effectively with soap for at least 20 seconds multiple times per day as necessary.
2. All employees should prepare NOW any information or list of equipment they would need to complete some job tasks from home instead of at their job location. (This action pertains to office staff more than it does the highway department.)

At the Town Garage:

1. Each employee will be assigned vehicles & equipment to use. Until further notice, you are not authorized to enter a vehicle or use equipment that is not specifically assigned to you. Bill Ellis will determine which equipment is assigned to each employee and post this notice in the garage.

2. The Mendon Garage Office is to be used by Bill Ellis only to limit gathering in the close space. Bill will be the only employee to use the office phone.
3. If you need to use a bathroom facility, Chad and Bill are authorized to go to their homes to use their facilities, which will eliminate some shared use of the bathroom at the garage.
4. Please clean your trucks daily using disinfectant (wipes or Lysol) on steering wheels, seat belts, door handles inside and out.
5. Utilize cell phones and town radios for communication limiting face to face contact. Maintain a distance of 6 feet when meeting together.

Town Office:

1. Maintain your desk area by disinfecting your keyboards, phone, desk surface daily. Try and utilize supplies from your own desk and limit use of shared supplies on the counter or other areas of the office.
2. Maintain a distance of 6 feet between you and the public. Be diligent in asking the public to use hand sanitizer, wash hands or even leave the office if they are showing signs of COVID-19. Increase level of service to customers by offering and promoting electronic communication and providing service through the mail.
3. Do not utilize office supplies on each others desk. Limit the use of shared equipment whenever possible and wipe down equipment after use. (photocopier, paper cutter, hole punch etc.)
4. Disinfect door handles, photocopier, counter surfaces multiple times per day which will be determined as necessary based on the use.
5. Chad will perform office cleaning every week until further notice. This additional cleaning will concentrate on disinfecting bathroom, kitchen, door handles, and surfaces.



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Dog licenses are due April 1, 2020. Consider obtaining your license by mail instead of coming into the Town Office. Rabies certificates can be emailed by your veterinarian to mendonclerk@comcast.net.

The town has postponed the Community Visit scheduled for April 2nd and May 14th at the Red Clover Inn for precautionary measures. The event will be rescheduled, but the dates have yet to be determined.

Please monitor the town's Facebook Page <https://www.facebook.com/townofmendonvt> or website www.mendonvt.org for the most up to date information regarding the operations of municipal government and events.

For the most up to date information about COVID-19 go to the State of Vermont Department of Health website www.healthvermont.gov/covid19 or the Centers for Disease Control and Prevention website www.cdc.gov/covid19

If you cannot find the answers to your questions on these websites, contact 211.

Everyday Preventive Measures

Person-to-person spread of the virus is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes. Much is still unknown about how the virus spreads. Take these everyday preventive actions to help stop the spread of germs:

- Wash your 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 with unwashed hands.
- Avoid close contact with people who are sick.
- 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.