



City of
GREENFIELD, MASSACHUSETTS



OFFICE OF THE MAYOR
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Mayor

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MEMO

March 6, 2020

Dear City Staff,

We realize there are many concerns about health and safety regarding Covid-19, commonly known as the [coronavirus](#). Today, we have convened a group of City personnel to monitor the latest alerts, to address the City's preparedness, and to communicate with our local health and government partners, employees, and the public. This letter is to let City employees know the latest.

New information is released daily. I am working with Fire Chief Strahan, our Emergency Management Director, and Valerie Bird, Greenfield Health Director, who are actively monitoring the situation as it unfolds, adhering to directives from the state, the CDC and WHO. We are working in collaboration with Superintendent Harper of the GPS and with the GPS Senior School Nurse, Pamela Owen.

At the moment, while the immediate health risk to the general public is considered low, we encourage all to consider this a serious public health concern.

Stay Well.

The CDC recommends the same practices for the coronavirus as with common cold and flu prevention, including:

- Avoiding close contact with people who are sick
- Staying home when you are sick
- Washing 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
- Avoiding touching your eyes, nose, and mouth with unwashed hands
- Covering your mouth or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces
- School children with symptoms need to stay home and not return to school unless they have been fever free (without fever-reducing medicine) for 24 hours.

What if I have symptoms?

Symptoms of this virus include fever, cough, and difficulty breathing. If you have symptoms of acute respiratory illness, we recommend you:

- Notify your direct supervisor and **stay home if you are sick**. Staying home will be the most help you can be to yourself and your colleagues during this time of heightened awareness.

- Call your doctor or to consult around any of these symptoms and take advantage of our sick and/or personal time benefits to care for yourself or family members who are symptomatic.
- Do not return to work until you are free of fever ($>100.4^{\circ}$ using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines; or follow your doctor's instructions

The City will be releasing some public communications on Covid-19 today as well.

Where can I find information and resources?

[City's Health Dept. Page](#)

[Greenfield Public Schools Corona Virus Updates](#)

[Baystate Corona Virus Updates](#)

[Updates from the Commonwealth](#)

[Travel Alerts](#)

[Franklin Regional Council of Governments Update](#)

As a reminder, the immediate health risk to the general public is considered low at this time; however it is important to be proactive and take precaution during this emerging, rapidly evolving public health situation.

As always, please feel free to reach out to my office for any guidance.

Sincerely,



Roxann Wedegartner

Mayor