



TOWN OF ESSEX VERMONT

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DATE: March 12, 2020 – 2:14: PM EST
SUBJECT: Essex/Essex Jct. Municipal Response to Coronavirus
CONTACTS: Evan Teich, Unified Manger, Essex/Essex Jct.
Rick P. Garey, Chief of Police & Emergency Mgt. Director, Essex/Essex Jct.

We are writing today to ensure our employees and community that municipal staff (Town & Village) are working diligently to put plans in place in response to the Coronavirus outbreak. As you may expect, our decisions are being guided by three priorities: slowing the transmission of the virus within our community, continuing essential municipal services, and ensuring the safety and health of all municipal employees and our citizens. We are working on updated cleaning/disinfecting procedures at all municipal offices where both staff and cleaners are being asked to add daily disinfection of their workspaces. Our contracted cleaning staffs have also been asked to increase their disinfecting efforts for public common areas of our municipal offices.

Depending on the severity of this unfolding health crisis, we may need to re-prioritize municipal services which could include postponing, delaying or cancelling some events, meetings or other services due to safety concerns. Department heads have been asked to complete Continuity of Operations Plans (COOP) for each their departments so we can plan accordingly as this event progresses. Senior staff will be meeting as needed for the foreseeable future to ensure municipal plans are current, thorough and based on daily updates from the Vermont Department of Health (VTDH) and the CDC. We are working with each department to identify specific needs and how best to deliver municipal services in the safest manner for our staff and the community. We appreciate your understanding as we make adjustments in order to provide as many services as we can while balancing the need for staff and community safety. With this in mind, we respectfully ask that if you can do your municipal business by phone, email or our drop boxes...it would be greatly appreciated. Provide us with your contact information and we can follow up via phone, email or U.S. mail if that works for you. Per CDC guidelines.... less contact is better.

In an effort to keep people safe we have decided to close or limit the following municipal services at this time:

1. The Essex Senior Center will be closed starting this coming Monday March 16th until further notice. Senior Center staff will still be at work for questions and help so please feel free to give them a call.
2. Starting next Monday (March 16th) the Essex Senior Bus will start eliminating non-essential usage of the bus until further notice. Starting March 16th approved usages will only be medical (non-emergency), pharmacy and grocery store trips.
3. Access to municipal meeting rooms for non-municipal meetings will be reduced or eliminated starting March 16th.

This situation is changing every day. Municipal staff are not experts on the Coronavirus and so we are monitoring and following the Vermont Department of Health and CDC recommendations and guidelines for safe operation of our municipal functions and services. In order to make sure the best and most up to date information is being used/delivered, we are referring staff and the public to the VT Department of Health and CDC webpages which are updated daily. We are referring calls from the public about this topic to 211 or recommending they call their doctor.

Emergency Services (police, fire & rescue) will continue to meet as needed to discuss potential updates to procedures to insure the continued delivery of all emergency services to our communities.

Thank you very much for your continued patience and support as we navigate this challenging and fluid situation.

TOWN MANAGER	PARKS AND RECREATION	COMMUNITY DEVELOPMENT	PUBLIC WORKS	ASSESSOR	FINANCE	TOWN CLERK	LIBRARY	POLICE
878-1341	878-1342	878-1343	878-1344	878-1345	878-1359	879-0413	879-0313	878-8331

In order to ensure that information about the Coronavirus is accurate, municipal staff and citizens are being directed to the VT Department of Health or CDC webpages listed below. Updates will be communicated to staff on a weekly basis, guided by VT Department of Health & CDC recommendations or guidelines.

Vermont Department of Health (VTDH) - <https://www.healthvermont.gov/response/infectious-disease/2019-novel-coronavirus>

CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Vermont League of Cities and Towns (VLCT) - Coronavirus Resources Page
<https://www.vlct.org/coronavirus>