

Town of Duxbury, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER

TO: All Employees
FROM: Rene' J. Read, Town Manager
DATE: February 28, 2020
RE: Coronavirus Guidance

As you may know, the Centers for Disease Control (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in Wuhan City, Hubei Province, China and which has now been detected in 50 locations internationally, including cases in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19"). Some of the symptoms of this respiratory (lung) infection can include fever, cough and shortness of breath, and in severe cases, pneumonia (fluid in the lungs).

Outbreaks of new virus infections among people are always of public health concern and we are providing you with this information to help you understand what is happening and how to protect yourself and your family. Many of the things you do to help prevent colds and the flu can help protect you against other respiratory viruses:

- Wash your hands often with soap and water for at least 20 seconds, if unable to wash, use alcohol-based hand sanitizers
- Avoid touching your eyes, nose, and mouth
- Cover your coughs or sneezes with a tissue or your sleeve (not with your hands)
- Stay away from people who are sick and stay home when you are sick
- Employees who have symptoms of acute respiratory illness are advised to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), have signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

We know that outbreaks of new virus infections are always of public health concern. The Massachusetts Department of Public Health (DPH) is working closely with the Centers for Disease Control and Prevention (CDC), other federal agencies and our local Board of Health to share the most up to date information available. The Town of Duxbury will continue to carefully monitor the guidance from DPH and CDC and we will follow their recommendations.

For the most up to date information, please see the information below:

DPH has created a website updated constantly with the latest guidance, including printable fact sheets in multiple languages. Visit: www.mass.gov/2019coronavirus. For questions, call the DPH Epidemiology Line at 24 hours a day/7 days a week at 617-983-6800.

Also, please visit the CDC website at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.