March 13, 2020

Employees of Ipswich:

The Town of Ipswich continues to diligently monitor COVID-19, the new respiratory virus that was first identified in Wuhan, China, in December of 2019. To mitigate the spread of COVID-19, employees are asked to consider ways to reduce close contact at workplaces, such as:

- Discourage touching, including shaking hands, hugging, etc.
- Encourage good hygiene such as washing hands frequently, covering your cough with your elbow or a tissue, and regularly cleaning frequently touched surfaces and objects.
- Avoid touching your eyes, nose, and mouth.
- Stay at home when they are sick.
- Employees who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Relocate work area, where possible, to give people more physical space to limit close contact to prevent the spread of disease. (6 feet is recommended).
- If meetings or events cannot be canceled, make adjustments to give people more physical space so that they aren't in close contact as much as possible.

Employees staying home sick should inform their superior if they have a fever (100.4° F or 37.8° C), cough, shortness of breath, or sore throat.

Employees who have symptoms (noted above) are to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or higher 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 (e.g., cough suppressants).

If someone in your household has been quarantined at home, all close contacts - including household members, intimate partners, and caregivers - should monitor their health and call their healthcare provider if they develop symptoms suggestive of COVID-19 (e.g., fever, cough, shortness of breath).

As Schools in Ipswich and surrounding towns are closed today and possibly for a longer duration, we understand that parents may need to stay home to care for their children. Please let your supervisors know if you need to take time off, and you can use sick time for this purpose.

We understand that this is a stressful situation and appreciate everyone's hard work and positive attitude during this crisis. Town Hall, the School Administration Building, and other town buildings will remain open, but we are making plans to close to the public in the coming days. This situation is evolving daily, and the School
Superintendent and I have calls with the State and Local leaders today, and we will update you should the current plan change. Thank you for everything that you do, and please reach out to either Colleen or me should you have any questions or concerns.

Sincerely,

**Anthony Marino**

Anthony Marino, Town Manager

**Colleen E. Fermon**

Colleen E. Fermon, Director of Public Health