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TOWN OF WINDSOR

*Office of Selectmen, Assessors, Town Manager,
Town Clerk, Tax Collector and Treasurer*

March 17, 2020

To the residents of the Town of Windsor,

The Town of Windsor has been monitoring the COVID-19 virus and its potential impact in our community. In these uncertain times and public concerns, we are making some adjustments in the way Town services are provided. These will be evaluated on an ongoing basis and changes will be made as information and circumstances change. **Our main goal is to ensure the well-being of our community in the most responsible way possible.** We apologize for the inconveniences that these measures may cause. We strongly encourage residents to practice and implement “social distancing” to avoid potential contact. (Social distancing involves limiting mass gatherings, not congregating in large groups, and maintain distance from others to limit the ability of the virus to spread.) We have been advised by the Centers for Disease Control (CDC) to have plans in place and to communicate with the public, staff, students, and parents, steps they may take to prevent the spread of this and other illnesses.

All Town Hall Use (including upstairs and downstairs) and Town business meetings for all non-urgent matters will be cancelled/postponed until further notice.

Here is some helpful information and if you have questions, please contact the Town Office at 207-445-2998. In case of an emergency you can call the Town Manager, Theresa Haskell at 207-458-2756.

WHAT IS CORONAVIRUS (COVID-19)?

Coronavirus is a respiratory disease caused by a novel (new) coronavirus first detected in Wuhan City, Hubei Province, China and which has now been detected in 37 locations internationally, including the United States. The virus is named “SARS-CoV-2” and the disease it causes is named “coronavirus disease 2019” (abbreviated “COVID-19”). The United States reported the first confirmed instance of person-to-person spread with the virus on January 30, 2020. (<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>)

WHAT IS THE BEST WAY TO PREVENT THE SPREAD OF THE DISEASE?

If you are sick you should stay home, cover your coughs and sneezes, and wash your hands regularly. If you or your child, spouse or dependent has a fever, please keep them home until at least 24-hours after the fever has subsided without the use of fever-reducing medicines, such as acetaminophen. This standard is expected of staff, volunteers and committee and board members as well.

WHAT DOES THE DISEASE LOOK LIKE IN HUMANS?

Signs and symptoms of COVID-19 include fever and/or cough and shortness of breath, and lower respiratory distress. Sore throat is also reported in some patients. If you have these symptoms and did not recently travel to China or did not have contact with someone with 2019 Novel Coronavirus, it is likely to be a cold or the flu. Individuals who exhibit those symptoms are advised to contact medical providers before going to a health care facility. Medical providers will make initial determinations about who should be tested.

WHAT CAN THE TOWN, SCHOOLS AND RESIDENTS DO TO HELP PREVENT THE SPREAD OF THIS AND OTHER DISEASES?

Everyone can take precautionary measures mentioned above and make sure that commonly touched surfaces throughout the Town, public spaces, and work areas (desktops, doorknobs, drinking fountains, etc.) are disinfected each day. Wash your hands often for 20 seconds. Cover coughs and sneezes. Stay home if you are sick. We are also conferring monitoring guidance advisories from the Maine Center for Disease Control (CDC) and the US CDC as well as state and local medical and emergency management professionals to determine other steps we may take to assist in stopping the disease before an outbreak occurs.

The Board of Selectmen and myself are asking the resident's to take the following steps;

- Read and follow the Maine CDC-recommended personal steps: hand-washing, use of hand-sanitizer, social distancing etc., (<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>)
- Avoid large gatherings.
- Maintain two weeks' supply of emergency food, medications and household goods-but please do not hoard.
- Check on and help as needed neighbors while still maintaining social distancing. (Make phone calls)
- If you believe you have virus symptoms call your physician before visiting them, express care or emergency rooms.
- Continue to support local businesses (online or by telephone when possible).
- Stay informed through reputable news media sources and especially through State and local agencies and local media outlets.

Please contact the Town Office (445-2998) or the Town Manager (458-2756) if you have any questions or concerns.