

# *Town of Canandaigua*

5440 Route 5 & 20 West  
Canandaigua, NY 14424  
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*Established 1789*

## **MEMO**

To: All Employees of the Town of Canandaigua  
From: Town Manager Doug Finch  
RE: COVID-19 (Coronavirus)

As you are aware, the news has been closely reporting the Coronavirus and impacts to many businesses and the world economy. Like many municipalities, the Town of Canandaigua is preparing how day to day operations may be impacted should the COVID-19 (Coronavirus) affect normal work activities.

The Town of Canandaigua's health officer is Mary Beer, who is the Ontario County Health Officer. Mary has provided correspondence which I have included with this memo relating to the County's preparedness, including for the Town of Canandaigua, for such a pandemic type illness. Mary has informed us that there are no known cases of COVID-19 in Ontario County.

Relating to the Town of Canandaigua, all employees should follow these 5 basic steps:

- 1) Wash hands frequently with soap and water (best option);
- 2) If soap and water is not readily available, the Town of Canandaigua is making hand sanitizer available throughout the Town Hall, Highway Facility, and Town Parks at key employee locations for frequent use by employees;
- 3) Employees who are not feeling well should stay home, please notify your immediate supervisor and seek medical attention if you feel it is needed (remember the flu is still going around at this time);
- 4) Avoid Contact with sick people;
- 5) Limit or do not touch your face;

For the purposes of continuity planning, the Town of Canandaigua Town Board has adopted an organizational chart which will also serve as our mechanism for continuity planning, orders of succession and delegations of authority.

**For Highway and Water Employees:** Please contact Highway Superintendent Jim Fletcher, if he is not available then Deputy Highway Superintendent Chris Lietz, if he is not available then Town Manager Doug Finch, if he is not available, then HR Coordinator Samantha Pierce (or Town Manager's Office).



**For Town Hall and Town Park Employees:** Please contact your direct supervisor, if he or she is not available then HR Coordinator Samantha Pierce, if she is not available then Town Manager Doug Finch (or Town Manager's Office).

In the event widespread sickness is occurring among employees or the general public in the Town of Canandaigua, the Town Manager (who will collaborate with the Highway Superintendent and the Town Clerk) has the authority to close the Town Hall, Highway and Parks Facilities. If facilities are closed, the Town Manager's Office will notify all employees through the phone tree process including direct supervisors.

In the event that the facilities are closed, employees are expected to stay available by phone for response as needed by the Town Manager's Office, Town Highway Superintendent, or Town Clerk. In the event facilities are closed, employees will be compensated for their normal workday. Employees should be prepared to respond as needed during these times.

All official communication from the Town of Canandaigua will come through your direct Supervisor or from the Town Manager's Office if he or she is not available.

Key Contacts (cell phones) for Employee Distribution Only:

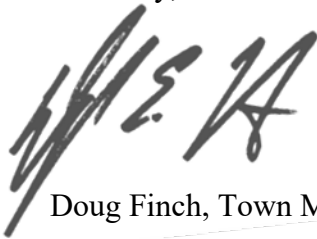
Doug Finch, Town Manager	(585)329-7278
Jim Fletcher, Highway Superintendent	(585)281-7113
Jean Chrisman, Town Clerk	(585)727-0497

Town Manager's Office:

Samantha Pierce, Human Resource Coordinator	(585)322-5398
Sarah Reynolds, Administrative Coordinator to Town Manager	(509)496-6137
Kate Silverstrim, Finance Clerk to Town Manager	(315)941-7928

As always, if I can be of any assistance please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Finch', is written over a light gray rectangular background.

Doug Finch, Town Manager



## **MESSAGE FROM TOWN OF CANANDAIGUA AND ONTARIO COUNTY HEALTH OFFICER MARY BEER RE: COVID-19**

Ontario County Public Health is hard at work!

You may have heard.....

Ontario County Public Health is working with New York State Department of Health (NYSDOH) and the Centers for Disease Control and Prevention (CDC) in response to an outbreak of respiratory illness caused by a novel (new) coronavirus, now called COVID-19.

We have a plan for that....

Ontario County does **not** have any positive COVID-19 cases currently. Ontario County has an all hazard plan that includes pandemic illness. The Ontario County Public Health staff is well versed and frequently drills portions of this plan.

Here is a quick, question and answer update...for the latest information you can go to our website at [ontariocountypublichealth.com](http://ontariocountypublichealth.com) You can find links to the NYSDOH and the CDC.

### **What is a Coronavirus?**

Coronaviruses are a large family of viruses. Some cause illness in people; numerous other coronaviruses circulate among animals, including camels, cats, and bats. Rarely, animal coronaviruses can evolve and infect people and then spread between people such as has been seen with Middle Eastern Respiratory Syndrome Coronavirus (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS) Coronavirus.

### **What are the symptoms of COVID-19?**

The novel Coronavirus can cause viral respiratory illness. If you have a fever (over 101 F) and symptoms of lower respiratory illness (e.g., cough, difficulty breathing) call your healthcare provider. (Two strains of influenza and Respiratory Syntactical Virus (RSV) are also circulating. Fever and cough does not mean you have a coronavirus.) Be sure to tell your healthcare provider if you have these symptoms and if you have traveled in the last 14 days (before the start of symptoms) to China, Iran, South Korea and Italy or if you have had contact with someone sick from COVID-19.

### **Who is at risk?**

Most people (80%) with COVID-19 will feel like they have a cold with very mild symptoms. But some people may require hospitalization. People who are at most risk for severe illness are the elderly, people with multiple health conditions and weakened immune systems.

### **How does COVID-19 spread?**



Investigations are ongoing, but person-to-person spread of COVID-19 is occurring. It is not clear yet how easily COVID-19 spreads. COVID-19 is spread person-to-person through respiratory droplets like coughing and sneezing.

**Prevent COVID-19 illness: (This part is really important!)**

- Wash your hands frequently. (This is in addition to washing your hands after using the bathroom and before eating or making food.) Wash your hands with soap and water for at least 20 seconds. Please take a moment to watch the hand washing video: <https://youtu.be/XHISh559oho>
- Avoid contact with sick people.
- Don't touch your face.
- Cover your mouth and nose with the inside of your elbow when you cough or sneeze.
- Avoid the Emergency Department for non-emergency care.

Remember that Flu is still circulating in our county.....message is the same! Wash those hands!

Mary L. Beer RN MPH  
Public Health Director  
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Canandaigua, New York 14424  
585-396-4343