

March 12, 2020 Message from Clint Kinney, Manager, Town of Snowmass Village

Dear Fellow TOSV Staff,

As the COVID-19 situation continues to evolve, I wanted to provide everyone a brief update on what we are doing internally as an organization to ensure we are safe, healthy, and adequately prepared to continue to deliver Town services. At this point, our goal is to deliver all of the Town services for as long as we can; for as long as it is prudent. In the meantime, while great service is being provided, we are also preparing to alter our services, if necessary.

As you continue to show up for work and deliver the exceptional services that you do every day, it will be more important than ever for us to be vigilant about our health and hygiene. We want all of our colleagues -- and our families -- to stay healthy. This is our #1 priority. Delivering exceptional services to the community is priority #2, and that is not possible without you.

I do not want this email to cause concern or alarm- we all know that unfounded panic and angst will only exacerbate any situation. When cases in Pitkin County, are confirmed, know that we will respond calmly and appropriately as your employer.

I do want to educate staff on the facts surrounding COVID-19 and the action we have taken as your employer to provide a healthy and safe work environment. Last week, I know many of you read the [COVID- 19 TOSV Message to Employees](#) and the [Concerned about the Coronavirus](#) posts on the Daly Link. I'd like to highlight some of this information below.

This sounds simple, but is incredibly important: WASH YOUR HANDS. Please stay home if you are sick, routinely disinfect areas in your workspace (e.g. door knobs, telephones, keyboards, hand rails, etc.), and wash your hands as frequently as possible. You should also feel free to cancel or postpone any work-related travel plans that you may have – regardless of any cancellation penalties the Town may incur. Be sure to keep your supervisor in the loop on these decisions. Also, please keep in mind that we have a wealth of resources and health benefits available, such as our [Telehealth program](#) available for remote screenings if you feel sick.

We are in contact multiple times a day with the Pitkin County Public Health Department who is leading our regional response. We are coordinating and participating with the Pitkin County Incident Management Team (IMT). Should anyone in the community, or the press, inquire about COVID-19, please direct them to the website below. It is the go-to resource with the most up to date information for our region: <https://pitkincounty.com/1297/COVID-19>.

In fact, I encourage you to check this webpage regularly for the most up-to-date information to keep yourself informed.

I am sure you have read these before, but for our collective health, we strongly encourage you to follow these recommendations from the CDC:

- Stay home when you are sick and at least 24 hours after your symptoms end
- Avoid touching your eyes, nose, and mouth with unwashed hands

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing (if soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol)
- Cover your cough and sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaner. If you haven't already noticed, hand sanitizer, tissues and disinfecting wipes have been distributed to all departments. We recommend you clean your personal workspace daily. We will ensure common areas and bathrooms are cleaned and disinfected regularly.

We are continuing to work on comprehensive plans that contemplate various work arrangements, temporary policy changes, and protocols that will prepare the organization should the situation escalate. For now, all Employee Handbook policies have not changed and apply.

We are not alone in dealing with this; we will be working closely with other area governments (Aspen, Pitkin County, etc) and will pivot as needed during this challenging and evolving situation.

Please offer your suggestions and raise any concerns with your supervisor, department head or human resources.

And, as always, please do not hesitate to contact me directly.

I look forward to working with everyone as we continue to address the challenges that arise.