

**From:** [Danielle Olson](#)  
**To:** [Town Users\(All Users\)](#)  
**Subject:** Important Employee Notice: Coronavirus  
**Date:** Friday, February 28, 2020 2:39:00 PM  
**Importance:** High

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As an employee of the Town of Palm Beach, we would like to share the following information with you regarding the well-publicized novel coronavirus outbreak. At the time of this email, there are no reported cases in Florida. Out of an abundance of caution, our Palm Beach Fire Rescue Department provided the briefing shared below (and available online [here](#)). The Center for Disease Control provides comprehensive information and updates via their website and public notices that may be found [online here](#).

The helpful precautions outlined below apply in these current conditions as well as during any cold or flu season. Taking steps toward prevention is key. This may include:

- Stay home if you are sick in order not to cause the spread of any cold or flu to your coworkers or greater community served.
- Do not hesitate to seek guidance from your healthcare provider if you are feeling ill. Our Cigna Health Insurance offers [telemedicine services](#) without a copay from Amwell and MDLIVE. Take steps today to connect through the [myCigna.com](#); information about these services is available [online here](#).
- Consider preparing in advance with cold and flu symptom supplies such as tissues and relief medicine. Your [FSA funds](#), if you participate, are a great resource to help you in preparing for a cold and flu season.
- You may still get your flu shot if you have not done so already. Those enrolled with Town insurance benefits may obtain the immunization at no charge so long as (1) you visit any **in-network provider** at either a clinic, pharmacy or physician office and (2) the facility processes the flu shot as preventative care. Visit your myCigna.com site to view available providers.
- Per the [Occupational Health and Safety Administration \(OSHA\)](#) general guidance for all US workers and employees for control and prevention include:
  - *Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.*
  - *Avoid touching your eyes, nose, or mouth with unwashed hands.*
  - *Avoid close contact with people who are sick.*

If you have any questions regarding the use of your sick leave or other related benefits, please contact me directly or anyone in Human Resources by phone at ext. 6320 or by email at [hr@townofpalmbeach.com](mailto:hr@townofpalmbeach.com).

## Town of Palm Beach News Release

Posted on: February 26, 2020

### Town of Palm Beach Officials are Closely Monitoring the 2019 Novel Coronavirus (Covid-19)

The 2019 Novel Coronavirus (Covid-19) is a virus that causes respiratory illness in people similar to the flu virus. This virus was first identified during an investigation into an outbreak in Wuhan, China where the virus is spreading via person to person transmission. Currently, the 2019 Novel Coronavirus is not spreading person to person in the United States.



The State of Florida confirms that there are currently no documented cases of Coronavirus in Palm Beach County or in Florida. However, the Town of Palm Beach is being proactive and following Centers for Disease Control (CDC) recommendations and guidelines in preparation for potential cases of the virus.

Town Officials, including Town Council Members, the Town Manager's Office, Fire Rescue personnel and Law Enforcement have been actively monitoring developments related to the Coronavirus since it was first discovered in Wuhan China. Regular meetings have been established with the Florida State Fire Marshall's Office, the Florida Department of Health (FDOH), CDC personnel, and local partners, including Palm Beach County Department of Emergency Management, and Palm Beach County's Department of Health.

Town of Palm Beach Public Safety personnel have reviewed and adjusted their emergency response plans in full compliance with CDC and the Florida Department of Health (FDOH) recommendations and are prepared to handle any potential Coronavirus impact in our community should it occur.

Currently there is no vaccine, so prevention is the best approach. Use all the same precautions that you would use for the flu or an ordinary cold including:

- Wash your hands often with soap and water for at least 20 seconds (Sing the Happy Birthday Song twice), including between the fingers and under your nails. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth as much as possible.
- Avoid close contact with people who are sick.
- Stay home when you are sick. Isolating yourself to a room if possible to prevent the spread of a respiratory virus among family members
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Get your flu shot if you have not done so already.

Palm Beach Fire Rescue in partnership with the CDC and the Florida Department of Health, will continue to closely monitor the situation and will update the public immediately if there are actions that need to be taken to halt the spread of this virus. For more information, please contact Sean Baker at (561) 227-6433. Information regarding the Covid-19 virus can also be obtained from the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

**Director of Human Resources**

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