Mercer Island Situation Report #3

Send report to: King County Emergency Coordination Center - ecc.kc@kingcounty.gov

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>03/07/20 - 03/09/20 1600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Period:</td>
<td>EOC – level 3 monitoring only</td>
</tr>
<tr>
<td>Incident Type:</td>
<td>Novel Coronavirus</td>
</tr>
<tr>
<td>State Mission #:</td>
<td>20-0265</td>
</tr>
</tbody>
</table>

| Contact Name: | Jennifer Franklin |
| Phone: | 206-940-2962 or 206-275-7631 |
| Email: | jennifer.franklin@mercergov.org |

EOC Hours: EOC – level 3 monitoring only

OBJECTIVES FOR THIS OPERATIONAL PERIOD 03/07-09 1600

**Action Items**
1. Assess Resource needs send up to KCOEM if cannot acquire locally
2. Contact each long-term care facility for status update
3. Waiting for new guidance from PH on PPE requirements, School Guidance, testing criteria
5. MICEC and Senior services status discussion
6. HR draft/send updated messaging/policy for sick, quarantined staff

**Ongoing Action Items**
1. Weekly situation reports – updated daily at S:\EMERGENCY MGMT\EM_Public\COVID 19\Situation Reports
2. Messaging to the public:
   a. Info out reference Cancellation of City meetings/events as well as Community Assistance for:
      i. Schools
      ii. Long term care facilities
      iii. Businesses
      iv. Neighborhoods
      v. Vulnerable population

**Completed Action Items**
1. Emergency Proclamation signed on 3/5/2020 at 1000 by Mayor Wong and City Manager Bon

SITUATION

MAR 9 – NO PUBLIC HEALTH UPDATE

MERCER ISLAND UPDATE
- 0900 EOC Briefing
- All Long term care facilities contacted – Limited access to facilities implemented by several organizations.
- Public messaging out for business guidance, first responder and city protocols
- 33 new cases reported today by Public Health for a total of 116; 3 more deaths for a total of 20.

MAR 8, 1200 PUBLIC HEALTH UPDATE

Twelve new cases of COVID-19 have been reported to Public Health – Seattle & King County through 11:59 p.m. on 3/7/20, bringing the total number of reported King County cases to 83. Of the 12 new cases reported today, two are deaths. The total number of deaths reported to Public Health is now 17. Of the 17 deaths reported, 16 are associated with Life Care Center.

MERCER ISLAND UPDATE
- 12:30 EOC OPS conference call check in
- 2:30 Conference call with PH, KCOEM and City EM’s
- 3:00 Fire Ops Conference call
DOH/KCEMS is planning on putting together a “best practice” of wellness checks for first responders prior to the start of shifts that will include temp. and symptom check.

MAR 7, 1200 PUBLIC HEALTH UPDATE
Thirteen new cases of COVID-19 have been reported to Public Health – Seattle & King County through 11:59 p.m. on 3/6/20, bringing the total number of reported King County cases to 71. The total number of deaths reported to Public Health is now 15.

MERCER ISLAND UPDATE
- 12:30 EOC OPS conference call check in
- 2:30 Conference call with PH, KCOEM and City EM’s
  - PH will be sending out new guidance on: PPE, Schools and Test Criteria
  - The following fact sheets for first responders pushed out by PH
    - (U)_COVID-19_Guidance_for_Law_Enforcement_03-04-2020_3_7_2020_7_10_06_PM.pdf
    - 20-0036_WSFC_-_Coronavirus_Fact_Sheet_for_First_Responders_-_02Mar20_(U)_(1)_3_7_2020_7_10_36_PM.pdf
    - 20-0038+WSFC+-+Coronavirus+Fact+Sheet+for+Law+Enforcement+-+02Mar20+(U)_3_7_2020_7_11_09_PM.pdf
- 3:00 Fire Ops Conference call
- Emailed Mercer Island Long Term Care Facilities and Adult Family Homes providing updated situation report #2 as well as PHSKC Guidance for Long Term Care Facilities. Provided them with Emergency Volunteer Senior Liaison contact info. and my information should they need any assistance or have any questions.

  Commercial testing is also becoming more available from healthcare providers. There are currently no restrictions on who can be tested for COVID-19 and commercial testing is becoming more available. Healthcare providers may test any patient in whom they suspect COVID-19. While testing is becoming more available, there are limitations in health care providers’ capacity to obtain samples and process lab results rapidly.

  While there are no restrictions who can get tested, not everybody who feels ill needs to be tested, particularly if you have mild illness.

- EMD has advised us that new federal legislation and appropriations have opened up the possibility for small businesses to receive assistance for economic loss due to COVID-19. Detailed SBA guidance for COVID-19 is still being developed by SBA and should be available in the next several days.

MAR 6, 1200 PUBLIC HEALTH UPDATE
Washington State Department of Health announced additional confirmed cases of COVID-19 in King County, bringing the total number of confirmed cases to 58, including 10 deaths.

MERCER ISLAND UPDATE
- Luther Burbank Admin Building was reopened for normal Friday hours.
- Following the guidance of PHSKC, the City is canceling all meetings (with one exception - the March 10 Special City Council meeting will be done in Executive Session and is not open to the public) and some events for the next two weeks (through March 20), and will be reassessed at that time. Other jurisdictions have closed city buildings, including Woodinville, Shoreline, and Renton. The University of Washington announced it will close all classrooms at Seattle, Tacoma, and Bothell campuses – moving all students to remote learning – until the beginning of spring quarter (March 30).
- Rotary has canceled the March 22 Marathon event.
• Weekend Operations:
  o EOC Staff are asked to monitor email throughout the weekend.
  o A Code Red will be issued if EOC is activated to Level 2.
  o If necessary, a conference call will be set up and information distributed.

WASHINGTON STATE SITREP #3 – SAVED HERE

LOCAL CITY RESPONSE OVERVIEW: March 9 update and March 8 update on what other local cities are doing in response.

INFORMATION ABOUT RECOMMENDATIONS/GUIDANCE FROM PUBLIC HEALTH, INCLUDING CLEANING AND TESTING FOR COVID-19 IS LOCATED AT THE END OF THIS DOCUMENT

<table>
<thead>
<tr>
<th>MI Court Operational?</th>
<th>Yes ☒ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mutual Aid Requested?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>By whom?</td>
<td></td>
</tr>
<tr>
<td>To whom?</td>
<td></td>
</tr>
</tbody>
</table>

Planning
Jennifer Franklin
Amanda Keverkamp

<table>
<thead>
<tr>
<th>Planning Schedule:</th>
<th>Time 0900</th>
</tr>
</thead>
<tbody>
<tr>
<td>• EOC Planning Meeting Schedule: M, W, &amp; F</td>
<td></td>
</tr>
<tr>
<td>• Sitrep distributed same day by 4:00pm</td>
<td></td>
</tr>
</tbody>
</table>

Call Number
If calling from outside city:
206-275-7620
Participant code: changes daily

If calling from inside using shoretel/Mitel the extension is: 2000
same participant code for that day

Comments:

Logistics/Finance
Jeff Magnan, Services Commander

Budget Code for Incident
- General Professional services will be GGM100-54100
- Janitorial/Hazmat services use GGM100-54800
- Supplies use GGM100-53110

Costs tracked at: S:\EMERGENCY MGMT\EM_Public\COVID 19\costs

<table>
<thead>
<tr>
<th>Outstanding Resource Requests:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource/ID</td>
<td>Location to be delivered</td>
</tr>
<tr>
<td>N95 masks</td>
<td></td>
</tr>
<tr>
<td>Hand Sanitizer</td>
<td></td>
</tr>
<tr>
<td>Bleach/cleaning supplies</td>
<td></td>
</tr>
<tr>
<td>Paper Gowns</td>
<td></td>
</tr>
<tr>
<td>Eye Protection</td>
<td></td>
</tr>
<tr>
<td>Gloves</td>
<td></td>
</tr>
</tbody>
</table>

Comments: Mar 6 priority is to complete an inventory of supplies. Departments should add resource requests/needs to the logistics section (above or below). Contact Logistics Chief with questions.
**Communications**
Ross Freeman, PIO

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Frequency or #</th>
<th>PIO Contact: Ross Freeman</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 Megahertz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VHF/UHF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Staging Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Media:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>facebook.com/CityOfMercerIsland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>facebook.com/MercerIslandEmergencyManagement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>facebook.com/MercerIslandYouthandFamilyServices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>twitter.com/mercergov</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAM Radio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Satellite Phone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Press Release Schedule:** As needed

**Comments:** Priority communication for Mar 9 is pushing out more detailed information about what is happening at the City, including: operational changes, public safety protocols, etc.

Launched a new webpage dedicated to sharing information about community assistance for businesses and vulnerable populations (www.mercergov.org/coronavirusresources). Additional information will be added to the City’s coronavirus webpage (www.mercergov.org/coronavirus) and distributed via press release and through social media channels.

March 9:
- City News Release - City Operations Changes

Full outreach summary is available here:
EMERGENCY MGMT\EM_Public\COVID 19\Public_Outreach\Coronavirus_Outreach_Summary

**Fire/Medical**
Steve Heitman, Fire Chief
Mike Mandella, Deputy Fire Chief

| Current Objectives: | Maintain service and staffing levels |
| Resources Needed:   | Monitoring current situation to determine the need to staff and additional aid car. |

**Comments:** Updated guidance/recommendations were issued March 9 and are as follows:

**Mar 9**
1. FD considering modifications to aid 193 to use as a transport vehicle should we need to transport suspected COVID-19 patient/s
2. Contacted Aegis – they have closed access to visitors
3. Need gowns, FD supply very limited

**Mar 6**
1. All hospitals will now be accepting COVID-19 patients, crews need to notify them prior to arrival.
2. Make sure crews are documenting all PPE used and all crew names in ESO.
3. Whenever crews are responding to nursing/assisted living/care facilities, always be thinking of PPE even if the NORCOM has not advised to do so due to call nature. These types of facilities are where the new cases are occurring. A new case was found at an Issaquah care facility last night.
4. CDC sent PPE supplies to the State DOH where the decision was made to supply medical facilities first. Dr. Rea will be pushing to get supplies to the first responders.
5. First Responders who need to be tested for COVID-19 will be top priority.

**DEPARTMENT REPORT OUT**

| City Manager’s Office | No changes since last report |

---

4
**Comments:** A [Proclamation of Local Emergency](#) was issued on 3/5.

**Department Operation Plans:** The City Manager is meeting with each department to review their operations plans.

- Completed Department Operations Meetings: CPD and YFS
- Upcoming Department Operations Meetings: Parks (March 9); Police (March 10)

**Elected Officials:** The City Manager requested the following assistance from local Elected Officials:
- Requests/Communication with federal legislators for more/access to COVID-19 test kits.
- Provide “neighbor to neighbor” support and encourage the community to do so as well.
- Continue communicating with the community. (City will manage official information and press requests.)

### CPD (Critical Infrastructure)

**Evan Maxim, CPD Director**

**Comments:** Beginning 3/9, CPD began minimizing the department’s in-office presence, while also continuing to provide almost all of our normal services. A staff person will manage the front counter and staff will continue to answer phones, responding to email, reviewing permits, etc. The following modifications have been made:

- **Telecommuting:**
  - Everyone who can telecommute has been encouraged to do so including: planners and plans examiners, engineering and front counter teams. (It is not mandatory.)
  - Those telecommuting are responsible for being available for phone calls from the public.
  - Manager will hold staff accountable to completing work and responding to public requests.

- **In-office:**
  - Inspectors and select front counter staff and managers will remain in the office.
  - Cancelling pre-application meetings and OTC permits for the next two weeks. This may be extended.
  - Customers who come into City Hall, will be encouraged to call or email the individual instead.
  - We are working to allow for video inspections and we will be encouraging contractors / home owners to use the video inspections if there is a chance they are sick.

- **Technology:**
  - Managers are working on obtaining more laptops and VPN licenses to allow for telecommuting.
  - Those telecommuting, need to make sure they are set up appropriately.

- **Communications:**
  - All CPD staff are to update phone voicemails and email signatures (details have been provided).
  - Update the voicemails on the general phone lines (planner line, inspection line, etc) to acknowledge the shift in operations – details have been provided.
  - Website has been updated as well.

### Human Resources

**Ali Spietz, Chief of Administration**

**Comments:** Add absence information to the [tracking document](#).

### IT / GIS

**Ali Spietz, Chief of Administration**

**Comments:** No changes since last report.
**Comments:** A number of departments have requested laptops or VPN access for staff to telecommute. IT has been working with each to fulfill requests as quickly as possible. Laptops are limited; select EOC and MICEC laptops may be converted to staff laptops.

<table>
<thead>
<tr>
<th>Legal</th>
<th>No changes since last report ☒</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio Park, Interim City Attorney</td>
<td></td>
</tr>
</tbody>
</table>

**RCW 38.52 – Emergency Powers**

Power to restrict public events RCW [70.05.070](http://leg.wa.gov/laws/enacted/2020-2021/rcw/70.05.070) “Local health officer—Powers and duties.” Local health officer is Public Health Seattle King County

**Emergency Proclamation**

Mayor Wong and CM Bon signed [proclamation](http://example.com) on 03/05/20 at 1000

<table>
<thead>
<tr>
<th>Parks &amp; Recreation (Mass Care)</th>
<th>No changes since last report ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan Daly, Interim Parks &amp; Recreation Director</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:** Several jurisdictions have closed senior centers and canceled senior programs.

**Overall Facility:**
- Supplied extra hand sanitizers and tissues for the public spaces around the building.
- Created a facility schedule for staff to sanitize the public areas (surfaces and handles) every hour.
- Fully supplied with Clorox wipes and Lysol sprays.
- Staff have individual 4 oz hand sanitizers for staff to use.

**Recreation programs:**
- Instructors and participants wipe down all equipment/supplies used during programs and classes with sanitation wipes.
- Participants are encouraged by instructors to use hand sanitizer and wash hands before and after programs.
- Staff are wiping down equipment after public drop-in programs (indoor playground equipment, basketballs for open gym, etc.)

**Front desk operations and rentals:**
- Front desk has mostly been responding to calls asking if we’re open. Staff is directing questions about our protocol on the situation to the City’s webpage and those with questions about the virus itself to King County’s hotline and webpage.
- Rentals requesting to cancel or postpone will receive full refunds or our best efforts at rescheduling. We’ve had 3-4 inquiries about this and one reschedule so far.
- Staff is communicating on ways to stay healthy, or to stay home if sick.

<table>
<thead>
<tr>
<th>Police</th>
<th>No changes since last report ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed Holmes, Police Chief</td>
<td></td>
</tr>
</tbody>
</table>

**Current Objectives:**

**Comments:** As of March 9, fingerprinting and car-seat checks has been suspended.

Dispatchers to notify all agencies that are responding with Fire/EMS when a patient has symptoms that require advising “universal precautions” or “PPE advised”.
- All in custodies will be screened in the sally port by Issaquah Jail staff including the nurse. If we are transporting anyone that is symptomatic or meets the criteria on the attached Screening sheet AND we
haven’t already put on PPE’s (as well as a mask on the in custody), there will be a cart in the sally port with supplies- please do that before releasing subject from your vehicle.
- All subjects will then be screened and a determination will be made to book or deny booking.
- Issaquah (and N Bend) Police (according to Issaquah Jail) are only making mandatory misdemeanor arrests (DUI and DV) at this time out of an abundance of caution.

<table>
<thead>
<tr>
<th>Public Works</th>
<th>No changes since last report ☒</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Kintner, Public Works Director</td>
<td></td>
</tr>
</tbody>
</table>

Comments: A contract with a cleaning company has been established to deep-clean City buildings including Public Works, City Hall, Luther Burbank Admin, the Thrift Shop, and Community Center. Initial cost estimate: $5,000 per day.
- City Hall and Public Works are scheduled for cleaning Friday (3/6) – Sunday (3/8)
- Luther Burbank and MICEC are scheduled for Monday (3/9)

<table>
<thead>
<tr>
<th>Youth &amp; Family Services (YFS)</th>
<th>No changes since last report ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy Goodwin, YFS Director</td>
<td></td>
</tr>
</tbody>
</table>

Comments: The City’s Youth and Family Services Department provides case management and mental health services to Island seniors and these services will continue during the outbreak. Staff are looking into teletherapy and will report back.

Food Bank:
- Recommending that the Food Bank pre-bag food for community members to pick-up as needed.
- Looking at launching a campaign for gift cards to local QFC (to help limit person-to-person contact).

Thrift Shop Operations:
- Met with Thrift Shop staff to review with them how to respond to inquiries from the public. (Provide info from City e-mail only and refer people to City’s website for updates, be sure to respect staff privacy by never mentioning names, City is following Public Health guidelines for the safety and health of patrons, staff and public, etc.)
- Schedules have been adjusted to ensure that one of the two the most able supervisors are at the shop during all business hours
- Daily conference calls with Logan and Suzanne 9:30AM
- Daily check ins with Thrift Shop supervisors
- The store has plenty of support and all numbers for emergencies as needed

<table>
<thead>
<tr>
<th>Schools</th>
<th>No changes since last report ☐</th>
</tr>
</thead>
</table>

Comments: MISD is pushing out updates via email and their COVID-19 webpage mercerislandschools.org/coronavirus

Mar 7 Message from MISD:
The director of Public Health - Seattle and King County made it clear in her remarks that they are continuing to recommend that schools remain open. We are following that guidance until it changes.

As we announced on Thursday, each of our school buildings will be closed 30 minutes following afternoon dismissal to allow our custodial crews ample time to clean and disinfect the buildings each evening. Buildings will be closed on weekends.
In addition, as announced Thursday, the District is cancelling all off-Island school field trips and all after-school, evening and weekend activities at the schools. This cancellation excludes before and after school care at each school (KidsCo) as well as outdoor athletic practices. In collaboration with other KingCo districts, we are suspending MIHS athletic competitions until March 22. We will continue to monitor the situation and make changes as needed, again taking our guidance from public health authorities.

**Public Health Guidance, Recommendations, and Other Information**

<table>
<thead>
<tr>
<th>PUBLIC HEALTH INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>King County Novel Coronavirus Call Center</strong></td>
</tr>
<tr>
<td>o If you are in King County and believe you were exposed to a confirmed case of COVID-19, or if you’re a healthcare provider with questions about COVID-19, contact the novel coronavirus call center: 206-477-3977.</td>
</tr>
<tr>
<td>o The call center will be open daily from 8:00 AM to 7:00 PM PT.</td>
</tr>
<tr>
<td>o For general concerns and questions about COVID-19, please call the Washington State Novel Coronavirus Call Center at 800-525-0127.</td>
</tr>
</tbody>
</table>

| **Additional information** about 2019 novel coronavirus (COVID-19) is available on Public Health’s websites at: |
| o [https://kingcounty.gov/coronavirus](https://kingcounty.gov/coronavirus) |
| o [Public Health’s Insider](https://kingcounty.gov/coronavirus) |

**PUBLIC HEALTH GUIDANCE**

**Mar 5:** PHSKC distributed specific advice for people who have been confirmed with COVID-19, have been around someone with COVID-19, or are feeling unwell but haven’t been in close contact with someone with COVID-19. With respect to testing, Public Health – Seattle & King County does not typically conduct testing. Testing is typically conducted by taking a swab at a health care provider’s office. These are their recommendations: [https://publichealthinsider.com/2020/03/05/what-to-do-if-you-have-confirmed-or-suspected-covid-19-or-are-worried-that-you-may-have-covid-19/](https://publichealthinsider.com/2020/03/05/what-to-do-if-you-have-confirmed-or-suspected-covid-19-or-are-worried-that-you-may-have-covid-19/)

**What to do if you have confirmed or suspected COVID-19**

- Clean all "high touch" surfaces every day, such as counters, tables, doorknobs, bathroom fixtures, phones, and keyboards.
- Use a household cleaning product to clean, following the manufacturer's recommendations.
- If you are having a medical emergency, call 9-1-1. Notify dispatch that you have or may have COVID-19
- Remain in home isolation for 7 days OR until 72 hours after your fever has resolved (and symptoms get better) whichever is longer.

**What to do if you were potentially exposed to someone with confirmed COVID-19**

First, know that you generally need to be in close contact with someone with COVID-19 to get infected. Close contact includes scenarios like living with or caring for a person with confirmed COVID-19, being within six feet of a person with confirmed COVID-19 for about 10 minutes, or if someone with COVID-19 coughed on you, kissed you, shared utensils with you or you had direct contact with their body secretions.

- If you may have had close contact with a person with COVID-19 but are not sick
  - Monitor your health for fever, cough and shortness of breath for 14 days after your last contact with the ill person.
  - Do not go to school or work. Avoid public places for 14 days.
• If you are a close contact of a person with confirmed COVID-19 and are sick
  o If you are sick with fever, cough, or shortness of breath, even if your symptoms are mild, isolate yourself.
  o If you are at higher risk for severe illness (over 60, with underlying health conditions such as heart disease, lung disease, or diabetes), have a weakened immune system or are pregnant) call your health care provider. They may want to test you for COVID-19.
• If you have symptoms but are not in a high risk category, talk with your health care provider. They will help you determine if you need to be evaluated.

What to do if you have COVID-19 symptoms but haven’t been around anyone who has been diagnosed with COVID-19:
• The most common symptoms of COVID-19 are fever, cough, and shortness of breath. These can be symptoms of other respiratory illnesses as well as COVID-19.
• If you are in a high-risk category, and have symptoms of COVID-19, call your healthcare provider for advice. If you are at risk for serious illness, your healthcare provider may arrange a test for COVID-19.
• If you do not have a high risk condition and your symptoms are mild, you do not need to be tested for COVID-19. Do not go out when you are sick, practice excellent hygiene, and wear a facemask when you are around other people if you can.
• Cover coughs and sneezes. Avoid sharing personal household items. Clean your hands often. Clean all “high-touch” surfaces like doorknobs often.
• Monitor your symptoms and call your health care provider if symptoms worsen.
• Stay home and avoid others for 72 hours after your fever goes down and symptoms get better.

All King County residents should follow this advice:

Stay informed. Information is changing frequently. Check and subscribe to Public Health’s website (www.kingcounty.gov/COVID) or blog (www.publichealthinsider.com).

About testing
Currently, the capacity for testing in Washington state is inadequate for the number of people who want to be tested. Therefore, only people at highest risk for serious illness are likely to be tested currently. That should change as soon as soon as tomorrow as the public health system and private laboratories increase testing capacity.

Public Health – Seattle & King County does not typically conduct testing. Testing is typically conducted by taking a swab at a health care provider’s office.

• All employees should work from home if they are able.
• Employers should take steps to make it more feasible for their employees to work in ways that minimize close contact with large numbers of people.
• Employers should:
  o Maximize telecommuting options for as many employees as possible.
  o Urge employees to stay home when they are sick.
  o Maximize flexibility in sick leave benefits for those who are ill or who are recommended to stay home because they are high risk.
  o Consider staggering start and end times to reduce large numbers of people coming together at the same time.
• During this critical period in the outbreak, if you can feasibly avoid bringing large groups (10 or more people) together, consider postponing events and gatherings. If you can’t avoid bringing groups of people together:
  o Urge anyone who is sick to not attend.
  o Encourage those who are at higher risk for coronavirus to not attend.
Try to find ways to give people more physical space so that they aren’t in close contact as much as possible.

Encourage attendees to maintain good healthy habits, such as frequent hand washing.

Clean surfaces frequently. Standard cleaning products are effective against COVID-19.

**Cleaning Guidance**

- Janitorial Staff cleaning can be accessed here: [http://www.mercergov.org/files/Janitorial%20Staff.pdf](http://www.mercergov.org/files/Janitorial%20Staff.pdf)