



# TOWN OF TOPSFIELD

## Board of Health

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Public Health  
Prevent. Promote. Protect.

March 13, 2020

Dear Topsfield Neighbors;

The Town Administrator has been working closely with the Board of Health and Public Safety to follow protocols and preventative measures recommended by the MA Department of Public Health and the Centers for Disease Control and Prevention to minimize the potential spread of COVID-19 in the Town Hall building, the Library, and within the greater community.

In an abundance of caution, Town Hall, Council on Aging, and the Library will be closed to the public for one week until March 22, 2020. All events at the Library and Council on Aging will be cancelled for 30 days. Employees shall continue to work in the Town Hall offices, Council on Aging, and the Library and will be available to the public by telephone or e-mail. Board and Commission meetings will be cancelled for the next week as well. If circumstances warrant additional measures, further information will be provided. Please contact the Town Administrator or Board of Health with any question or concerns.

The current situation happening with the 2019 novel Coronavirus (COVID-19) necessitated a series of events that have disrupted many of our regular activities. While this is happening, please remember to take precautions and safety measures to minimize exposure and spread of this disease.

- Clean all frequently touched surfaces often. Use the cleaning agents and follow the directions on the label.
- Practice social distancing and keep at least 6 feet between people when possible.
- Remember to cover nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available). Dispose of the tissue and wash hands or use hand sanitizer immediately.
- People are encouraged to clean hands often by washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer that contains at least 60-95% alcohol. Soap and water should be used preferentially if hands are visibly dirty.
- Visit the coughing and sneezing etiquette and clean hands webpage for more information:

<https://www.cdc.gov/healthywater/hygiene/hand/handwashing.html>

[https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

If you would like further information on the current situational status, please visit the state website at [www.mass.gov/covid19](http://www.mass.gov/covid19) and the CDC website at [www.cdc.gov/covid19](http://www.cdc.gov/covid19). If you have questions or concerns, please let us know.

The staff of Topsfield are dedicated to the welfare of the community and all the efforts that have been made during this difficult time are greatly appreciated. You are encouraged to continue taking the precautions recommended by the CDC, and stay well. Updates will come out regularly and you will continue to be informed as new information becomes available. Thank you for your understanding and cooperation while this public health challenge continues. Together we can minimize and slow the spread of this disease and protect our community.

Sincerely,

Kevin Harutunian  
Topsfield Town Administrator

Sincerely,

Wendy Hansbury  
Topsfield Health Agent