



VILLAGE OF SWANSEA

1444 Boul Avenue
Swansea, Illinois 62226
(618) 234-0044
FAX: (618) 234-0222
e-mail: swanadmn@swanseail.org
www.swanseail.org

March 12, 2020

Dear Village Employees and Elected Staff,

Your health and safety is my highest priority. With the recent developments regarding COVID-19 (Coronavirus), I want to take a moment to remind everyone of the best practices that we should be using to keep everyone healthy & safe.

It is very important to remember that this is a situation we will continue to monitor closely and make adjustments as needed.

I would encourage all staff, residents and partner organization to be mindful of the preventable measures that should be taken amid all of this.

First and foremost if you are sick and show signs of fever please stay home until you are fever free for over 24 hours. It is imperative during this time that if you are sick, you stay home. Please contact your Supervisor or Kristina Essenpreis if you have any questions regarding your sick time.

Please remember these basic but very essential steps to keep everyone healthy!

- Wash your hands regularly using soap and water for at least 20 seconds
- Avoid touching your face or mouth with unwashed hands
- Avoid contact with others that are sick
- Staff should stay home if they are experiencing any cold or flu-like symptoms.
- Cover mouth and nose with the inside of your arm or tissue when sneezing and make sure to throw the Kleenex away & Wash hands.
- If at all possible keep hand sanitizer at each work station (ALTHOUGH frequent handwashing is best!)
- Disinfect desks and surfaces especially those in contact with multiple people at least 2 times per day.

Again, we will continue to closely monitor this situation and I will update you all with any changes. If you have questions or need further direction please do not hesitate to reach out to me.

Thank you,

Michael Leopold
Mayor