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# TOWN OF KINGSTON

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Chief Procurement Officer*  
*Thomas J. Calter III*

March 12, 2020

**TO:** All  
**FROM:** Town Administrator  
**RE:** COVID-19

In response to growing concerns about Coronavirus COVID-19, we are closely monitoring on-line data from the Center for Disease Control (CDC) and the Massachusetts Dept. of Public Health (DPH). We are participating in conference calls with DPH and South Shore town managers to clearly understand precautionary best practices. Accordingly, we have taken a number of proactive measures to protect the health and safety of our employees and residents.

Please pay close attention to guidance provided to you by our Health Department and Facility Manager. We are systematically disinfecting town owned buildings, providing cleaning materials and encouraging best practices in the workplace. (see Health Dept. web site). We are relying on all department heads to make best practices a top priority.

Tomorrow morning, we have a 9:00 a.m. Dept. Head Meeting. I am asking that each Dept. Head be prepared to discuss measures being taken in their departments to increase focus on prevention. Everyone must be prepared for significant changes to government operations, building closures, cancellation of meetings and public events should there be confirmed cases of COVID-19 in Kingston. Department Heads are expected to consider back-up plans that guarantee continued operations for vital services, ie. police, fire, water, sewage, transfer station, payroll, and IT etc.

As you perhaps know, there has not been a confirmed case of COVID-19 in Plymouth County. We suspect however, that as test kits come available, we will have confirmed cases and will need to respond appropriately.

Again, I ask that each Department Head consider their department's contingency plans and that each employee monitor our Health Department web page on the Town website where you will find links to the CDC and Mass.gov/DPH. You will find helpful information and guidance.

We will continue to closely monitor the situation and evaluate additional measures to support our employees and residents.

For additional information about COVID-19, get the latest report from the Centers for Disease Control at [www.cdc.gov](http://www.cdc.gov)

We will certainly keep you updated as circumstances change.