



## MAYOR'S OFFICE



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March 16th, 2020

To the Citizens & Visitors of Westbrook,

Today our Coronavirus Task Force & Department Heads met to discuss the City's plans on moving forward and handling issues that arise due to the coronavirus (COVID-19). As we now know, there are currently 17 confirmed cases in Maine, most of which are from Cumberland County, and now we have one presumptive case of a resident of the City who is currently being treated at Maine Medical Center. I would like to provide additional updates on the City's response to protect the public health and safety for this current State of Emergency. We remain in close communication with federal, state and regional officials on developments related to this situation.

Ensuring the safety of our employees and the general public, while also continuing to provide the critical services necessary to run the City, is of paramount importance to us. **In order to minimize the rise of exposure to employees, volunteers and the general public, I have done the following:**

- **Signed an Emergency Proclamation declaring a State of Emergency in the City of Westbrook on March 15th. This action gives us the ability to make emergency decisions for the protection of the City and provides access to critical federal funds & resources.**
- **Established the Mayor's Coronavirus Task Force of key municipal officials to navigate this State of Emergency.**
- **A spending freeze on discretionary expenses not critical to our operations and this State of Emergency, effective today, has been imposed.**
- **Closed all municipal facilities to the general public until further notice.**
- **Canceled all public meetings through May 11th in accordance with CDC guidance. We will begin to explore and develop the ability for us to have virtual meetings in compliance with State Law.**
- **Enacted a Human Resources Policy and Procedure Pandemic Policy**
- **Begin to explore the possibility of offering childcare services at the Community Center for Emergency Personnel who are Westbrook residents or employees.**
- **Based on The President's Coronavirus Guidelines for America - 15 Days to Slow the Spread, in communities where transmission has occurred, bars, restaurants, gyms, and other venues where groups of people congregate should be closed. We urge compliance to this guideline and everyone should use drive-thru, pickup, or delivery options.**
- **All existing business licenses may be extended past their expiration until regular operations resume and Planning & Code Enforcement will work to issue building permits and accept applications for projects.**
- **Established a City Webpage which provides details on the City's response to this State of Emergency along with a list of frequently asked questions and information about municipal services. Also on this page is information on resources available to help your business recover from losses as well as best practices to protect the safety of your customers and the health of your employees. [www.westbrookmaine.com/639/Coronavirus](http://www.westbrookmaine.com/639/Coronavirus)**

During this time period, we will monitor this public health situation and modify this directive as appropriate. Under the advisement of Public Health and Public Safety officials, we are seeking to minimize our public contact in order to reduce the spread of this highly contagious virus. Citizens are also encouraged to practice what is now being called "enhanced social distancing" to protect themselves and others.

Police, Fire & Rescue and Public Services will remain fully operational. Given these closures, we strongly encourage the use of telephone, email and online services wherever possible for conducting business with the City. **Superintendent Dr. Lancia previously announced the Westbrook School Department is closed for two weeks beginning today and they also have details on their website regarding their response.**

These preventative actions are being taken out of an abundance of caution and concern for everyone and not panic. This response is similar amongst communities and businesses in the region. We apologize for any inconveniences you may experience as a result of these measures.

We recognize that the spread of this virus is a fluid and rapidly evolving situation that requires close monitoring and the need to adapt quickly. We will continue to monitor and respond accordingly and provide additional updates to everyone should recommendations change. We encourage everyone to check in with their neighbors and help each other out if/when possible.

For more information on the City's response and the status of the pandemic, please visit [www.westbrookmaine.com/639/Coronavirus](http://www.westbrookmaine.com/639/Coronavirus) with links to the CDC and Westbrook School Department information.

Thank you and stay safe.

Mayor Michael T. Foley