



TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

To: All employees
From: Louise Miller, Town Administrator

The Governor's state of emergency declaration has impact our Town's business. While it is important for the business of government to continue, we must adhere to the following state guidelines:

- All work-related travel, both foreign and domestic, is to be discontinued until further notice. Employees are also strongly encouraged to avoid any personal international travel.
- Conferences, seminars and other discretionary gatherings, scheduled and hosted by Town departments and Boards/Committees/Commissions involving external parties, are to be held virtually or cancelled. Regular internal business shall continue, including but not limited to mandated public hearings and board meetings. Meeting organizers are strongly encouraged to utilize alternatives like conference calls, WebEx and other group communication tools.
- Additionally, employees should not attend external work-related conferences, seminars or events. Alternatively, employees are encouraged to participate remotely.
- Employees feeling sick with fever or flu symptoms should not come into work. Information available to date regarding COVID-19 indicates that the highest risk population includes older adults and individuals with serious chronic medical conditions. Employees in this risk group are encouraged to talk with their supervisors to review possible alternative work assignments.
- These actions complement additional precautions that have been undertaken in recent days including encouraging proper self-care and hygiene such as washing hands, ensuring bathrooms are stocked with hand washing materials and paper products, frequently cleaning touch points such as doorknobs, handles, elevator buttons and common area surface, and making cleaning products and sanitizers available in all workspaces.
- All department managers will meet with the Town Administrator to determine cancellation of activities and to review any requests for possible alternative work assignments.

The Town administration and the health department remain in continuous communication about all issues related to COVID-19 and further updates will be provided to the community as we receive them. We will be providing additional information on the Town's website [here](#).