



# Memorandum



**TO:** All Employees  
**FROM:** Health and Safety Department  
**Cc:** City Council  
**DATE:** May 15, 2020  
**RE:** May Long Weekend - Coronavirus (COVID-19)

With the May long weekend upon us, campgrounds opening up for long-term campers, and beautiful weather in the forecast, we would like remind you that we are still very much in a pandemic and we need to continue to be vigilant at work and at home. This weekend:

- **Spend time with only the members of your household.** The May long weekend is the inaugural kickoff to Summer and is usually a time to hang out with family and friends, however, this May long weekend is not like any other. Hanging out with others, even when it's family, can put us and our loved ones at risk. There will be other long weekends to look forward to where you can all get together. Protect yourself and your family.
- **Do your shopping at off-peak times and early to avoid large crowds.** Experts say that peak grocery store hours are typically in the afternoon on weekends, and between 4:00 PM and 6:00 PM on weekdays.
- **Plan all of your shopping in advance so you only have to leave the house once.** Take inventory of what you need at the drug store, grocery store, gas station, etc. That way you can do as much as you can while you're out so you don't have to go back several times.
- **Get out and get some fresh air with your household while maintaining 2 meter social distancing – do some much needed yardwork and clean up, go biking or walking.** As long as you keep appropriate distance from other people, being outside is better than being inside, especially since circulating outdoor air quickly disperses any virus.

**Remember to continue to take the following precautions:**

- Stay home if you are ill
- wash your hands often with soap and water (20 seconds of scrubbing) or alcohol-based hand sanitizer
- sneeze and cough into your sleeve
- avoid touching your eyes, nose or mouth
- avoid contact with people who are sick
- Maintain a social distance of 2 meters
- Clean and disinfect frequently touched objects and surfaces

Social distancing is working. Thank you for your continued efforts in helping flatten the curve.