Town of Wayne

P.O. Box 400; 48 Pond Road
Wayne, ME 04284
Phone: (207) 685-4983 Fax: (207) 685-3836
http://www.waynemaine.org

Emergency Order

WHEREAS, the President of the United States and the Center for Disease Control ("CDC"), have urged the public to practice social distancing and not attend events where ten or more people will be gathered; and

WHEREAS, on March 15, the Governor of the State of Maine declared a Civil State of Emergency related to the spread of novel coronavirus disease 2019 ("COVID-19"); and

WHEREAS, on March 17, the Selectboard has declared a local emergency; and

WHEREAS, COVID-19 is easily spread from person to person through close contact, and cases of the disease are increasing in the State of Maine; and

WHEREAS, the risk of community spread of COVID-19 seriously impacts the life, health and safety of the public and public health is imperiled by the person-to-person spread of COVID-19; and

NOW THEREFORE, pursuant to the powers vested in Town through the statutes of the State of Maine, the Town of Wayne, and common law authority to protect the public's health, safety and welfare in the event of an emergency, the Selectboard do hereby ORDER as follows:

- Town Office will be closed to General Public; Town Staff may elect to work from home remotely; All permanent full-time Town Office staff will continue to be compensated without using accrued time;
- Closure of all Town Facilities to the General Public(Town Office, Ladd Recreation Center, Fire Stations, Historic Properties);
- Cancellation/postponement of all meetings;
- Cancellation/postponement of all programming;
- The Selectboard delegates authority to any member to sign the municipal treasurer's disbursement warrants, for wages and benefits only during the local emergency (see attached policy);
- The Selectboard rules will be amended to allow for remote participation and voting to ensure the continuity of government;
- The final property tax installment due date of April 1st, 2020, will be postponed until May 1st, 2020 without any penalty;
- No Town Meeting articles that will require public hearings (ordinance changes, new ordinances, etc.) will be allowed;

Town of Wayne

P.O. Box 400; 48 Pond Road
Wayne, ME 04284
Phone: (207) 685-4983 Fax: (207) 685-3836
http://www.waynemaine.org

This order shall remain in effect revoked by further order of the Selectboard. A reconsideration of this order will take place on Tuesday March 31, 2020 at 6:30 PM at the Wayne Town Office.

Municipal Officers:

Donald Welsh

Trent Emery

Amy Black

Lloyd Irland

Stan Davis

Attest:
Aaron Chrostowsky, Town Manager

Date: 3/17/2020

TOWN OF WAYNE

POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR EMPLOYEE WAGES AND BENEFITS

Purpose. This policy allows any current Selectboard member acting on behalf of the full board of Selectboard, to review, approve, and sign municipal treasurer's disbursement warrants, for wages and benefits only.

Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of authority. Pursuant to 30-A, M.R.S.A., Section 5603(2)(A)(1), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages and benefits only:

Any current Selectboard member in office such as Don Welsh, Trent Emery, Amy Black, Lloyd Irland and Stan Davis at the time of execution of this policy are hereby authorized to sign municipal treasurer's disbursement warrants, for wages and benefits only during the local emergency: pandemic;

Effective date. This policy becomes effective on the date indicated below.

Municipal Officers:

Donald Welsh

Trent Emery

Amy Black

Lloyd Irland

Stan Davis

Attest:

Aaron Chrostowsky, Town Manager

Date: 3/17/2020

Town of Wayne

P.O. Box 400; 48 Pond Road
Wayne, ME 04284
Phone: (207) 685-4983 Fax: (207) 685-3836
http://www.waynemaine.org

Date: Tuesday March 16, 2020
To: All Concerned Parties
From: Aaron Chrostowsky, Town Manager
Subject: Coronavirus / COVID-19 Preparedness and Response

Hotline
For more information on Maine's response to COVID-19 and updated testing results, visit the Maine CDC website. Additionally, Maine CDC and 211 Maine have launched a new option for Mainers to get answers to questions about COVID-19 at any time. This service is available by dialing 211 (or 1-866-811-5695), texting your ZIP code to 898-211, or emailing info@211maine.org.

Preventive Measures
The best thing that Maine people can do to protect their health is to take the same preventive measures that avoid catching a cold:
• Wash your hands often for 20 seconds.
• Cover coughs and sneezes.
• Social distancing.
• Stay home if you are sick.

COVID-19 Symptoms
Include fever, shortness of breath, and lower respiratory distress. Call ahead to a health care professional if you develop a fever and symptoms of respiratory illness. Health care providers will make the initial determination on whether COVID-19 testing is advisable. As appropriate, health providers will take samples and submit them to Maine CDC.

Aging at Home
• If you need anything, like food, medications or other items, please contact Pam Chenea, Outreach Coordinator by telephone at (207) 685-9378 or email at berryponder@gmail.com.

Emergency Services
• ***In case of a public safety (Fire, EMS, Police) emergencies dial 9-1-1***

Facilities (Fire Stations, Ladd Recreation Center, Town Office)
• Enhanced cleaning techniques are being utilized.
• All non-essential programming are canceled/ postponed until further notice.
• All rentals are canceled/ postponed until further notice.

Town of Wayne

P.O. Box 400; 48 Pond Road
Wayne, ME 04284
Phone: (207) 685-4983 Fax: (207) 685-3836
http://www.waynemaine.org

General Assistance
• The General Assistance Administrator will continue to see non-emergency applicants by walk-in or by appointment. You may call the Town Office at (207) 685-4983 to set an appointment.
• Winthrop Food Pantry is still open.

Ladd Recreation Center
• ***The Ladd Recreation Center is closed until further notice.***

Meetings
• Cancellation/postponement of all meetings;

Road Maintenance
• All road maintenance activities will continue as planned.

Schools
• ***All Maranacook Schools Closed thru March 27, 2020.***
• **Drive thru Meal Service**: Free for RSU#38 students/children
Begins: Wednesday, March 18 continuing through March 27th
Location: Mount Vernon Elementary School
Time: 7:00 - 9:00 am daily (Monday through Friday)
This site is open to all students in RSU #38 and Fayette!
Breakfast and lunch will be included in a single box/bag.
Meals will be consumed off-site.
• **Boxed Meals:** There will be boxed meals for pick-up this Friday 3/20 from 3-5PM in front of the Maranacook High School for those in need. We will bring the boxed meals out to your vehicle.

Town of Wayne

P.O. Box 400; 48 Pond Road
Wayne, ME 04284
Phone: (207) 685-4983 Fax: (207) 685-3836
http://www.waynemaine.org

Town Office
The ***Town Office is closed to the public, beginning Wednesday, March 18, 2020 until March 31, 2020.***

Below is a list of operations that are being moved to online/mail or by appointment only:

1) Motor Vehicles	
Renewals –	Mail, online
2) IF&W	
Boats	
Renewals -	Mail, online
Renewals only-	Mail, online
Sports licenses	Mail, online (Renewals or New)
3) Vitals	
Certified Certificates -	Mail only
4) Dogs	Mail only
5) Burn Permits	Online
6) Taxes	Online, Mail, or Drop Box
7) Elections - Voter Registration	Mail only
8) Business Licenses	Mail only
9) Permits	Mail only

Town Preparedness and Response
• We will look for direction from State and Federal health agencies, and other municipalities, as to when we would move to a different approach.
• Being a public health issue the town has limited available resources but will assist with the organizational / operational support of other agencies to the fullest extent possible.
• If the need arises, work with KCEMA and other agencies to provide information and services.
• Developed resource page on town website and have shared this on our Facebook page. It will be regularly reviewed and updated.
• Has distributed and posted information on the coronovirus CDC guidance to small business, community organizations.

Town of Wayne

P.O. Box 400; 48 Pond Road
Wayne, ME 04284
Phone: (207) 685-4983 Fax: (207) 685-3836
http://www.waynemaine.org

Transfer Station

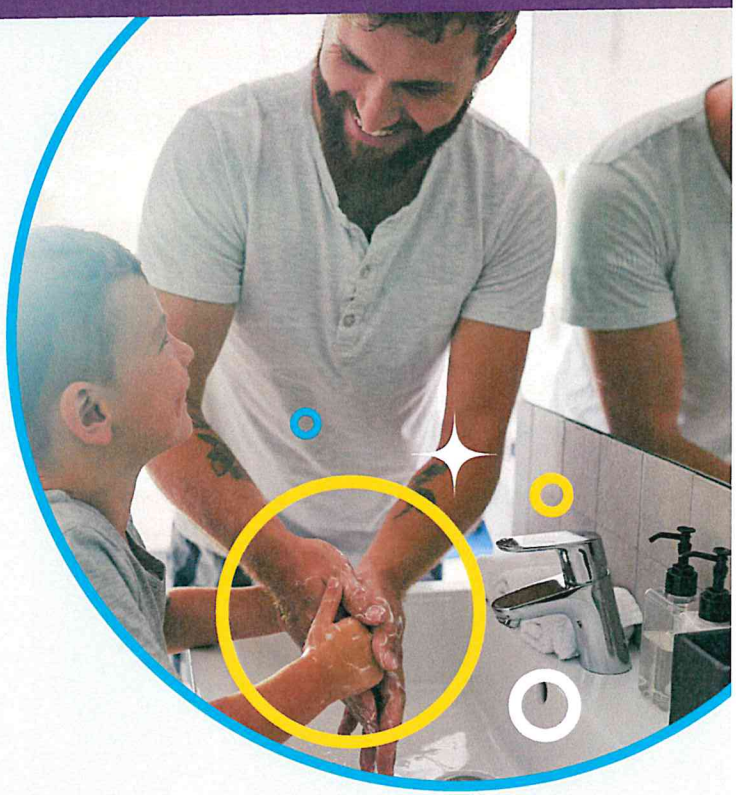
The ***Readfield Transfer station will continue to operate as an essential service,*** with modifications to the cash handling and personal space buffers.

1. All vehicles must stop at the attendant booth, will receive instructions, and only three vehicles at a time will be permitted in the unloading area. If residents have fee items they will be told the fee and the booth attendant will offer to issue a receipt by mail.
2. Fees will be deposited in a cash box attached to the attendant booth.
3. Staff will not handle waste brought in by residents unless delivery to a special waste area is required.

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



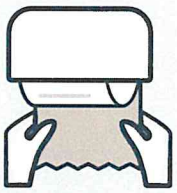
How?

Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH CLEAN HANDS

www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

CS310027-A

COVID 19 CORONAVIRUS DISEASE

Share Facts About COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT 1

Diseases can make anyone sick regardless of their race or ethnicity.

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

FACT 2

Some people are at increased risk of getting COVID-19.

People who have been in close contact with a person known to have COVID-19 or people who live in or have recently been in an area with ongoing spread are at an increased risk of exposure.

FACT 3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT 4

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

FACT 5

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

For more information: **www.cdc.gov/COVID19**

DEPARTMENT OF HEALTH & HUMAN SERVICES USA CDC

CS 315446-A 03/06/2020

COVID 19 CORONAVIRUS DISEASE

What you need to know about coronavirus disease 2019 (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

COVID-19 is spreading from person to person in China, and limited spread among close contacts has been detected in some countries outside China, including the United States. At this time, however, this virus is NOT currently spreading in communities in the United States. Right now, the greatest risk of infection is for people in China or people who have traveled to China. Risk of infection is dependent on exposure. Close contacts of people who are infected are at greater risk of exposure, for example health care workers and close contacts of people who are infected with the virus that causes COVID-19. CDC continues to closely monitor the situation.

Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but now it seems to be spreading from person to person. It's important to note that person-to-person spread can happen on a continuum. Some diseases are highly contagious (like measles), while other diseases are less so. At this time, it's unclear how easily or sustainably the virus that causes COVID-19 is spreading between people. Learn what is known about the spread of newly emerged coronaviruses at https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

What are severe complications from this virus?

Many patients have pneumonia in both lungs.

How can I help protect myself?

The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

There are simple everyday preventive actions to help prevent the spread of respiratory viruses. These include

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled to China and got sick?

If you were in China within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should seek medical care. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

For more information: **www.cdc.gov/COVID19**

CS 314937-A 02/21/2020

COVID 19 CORONAVIRUS DISEASE

What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See COVID-19 and Animals for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

For more information: **www.cdc.gov/COVID19**

CS 314937-D 02/24/2020