



Mark A. Cegelka  
Office of Mayor

Village of  
**Glenwillow**

29555 Pettibone Road Glenwillow, Ohio 44139-5348  
440.232.8788 fax: 440.735.9298  
[www.glenwillow-oh.gov](http://www.glenwillow-oh.gov)

Dear Glenwillow Residents,

I am writing to provide you an update to let you know we carefully are watching the COVID-19 (Coronavirus) situation and actively taking steps to ensure the safety of our residents and the community. The purpose of this communication is to provide information about steps that we are taking to minimize the impact to our community as a result of this situation and maximize our efforts to keep employees and citizens safe.

We are using public health resources and the Governor's requests to guide our decisions and implement proactive steps to mitigate the spread of COVID-19. Safety and wellness of every citizen and employee is a priority. We have implemented the following interventions;

- Limiting face to face meetings.
- All non-essential committee meetings have been canceled.
- We suggest that any resident that has questions or needs assistance please call or email the office rather than coming into any of the Village buildings.
- Implemented aggressive cleaning regimens throughout all Village buildings and vehicles.
- Sanitizing wipes and hand sanitizer readily available to employees at Village Hall.
- We encourage anyone that is ill to stay home.
- Social distancing is strongly encouraged.

Life is about balance and we should not overreact; we need to be proactive. As the CDC and the State have suggested everyone should limit social contact to have the greatest benefit to slow the progression of this virus. This is a time when we need to take care of our family, friends and neighbors and help those who may have trouble taking care of themselves. For the latest news and information please visit the CDC Website [www.cdc.gov/COVID-19](http://www.cdc.gov/COVID-19) or the Board of Health at [www.ccbh.net](http://www.ccbh.net).

This is a challenging and unprecedented time where we all need and appreciate patience and support from one another. I have included information of what everyone one of us a as a community can do to keep each other safe.

Sincerely,

Mark A. Cegelka, Mayor  
Village of Glenwillow



## Keeping the home safe

Encourage your family members to...

### All households



- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

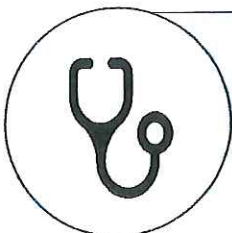
### Households with vulnerable seniors or those with significant underlying conditions



*Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system*

- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- If possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

### Households with sick family members



- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions

**What every American and community can do now to decrease the spread of the coronavirus**

## Keeping commercial establishments safe

Encourage your employees and customers to...

### Practice good hygiene



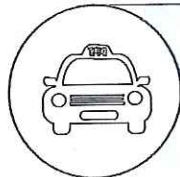
- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door, and schedule regular hand washing reminders by email
- Promote tap and pay to limit handling of cash
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

### Avoid crowding



- Use booking and scheduling to stagger customer flow
- Use online transactions where possible
- Consider limiting attendance at larger gatherings

### For transportation businesses, taxis, and ride shares



- Keep windows open when possible
- Increase ventilation
- Regularly disinfect surfaces

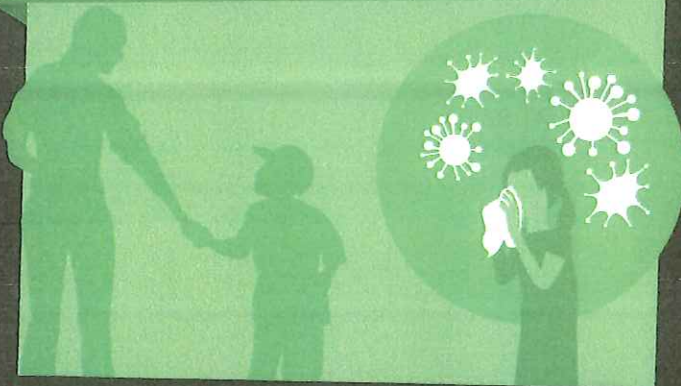
**What every American and community can do now to decrease the spread of the coronavirus**



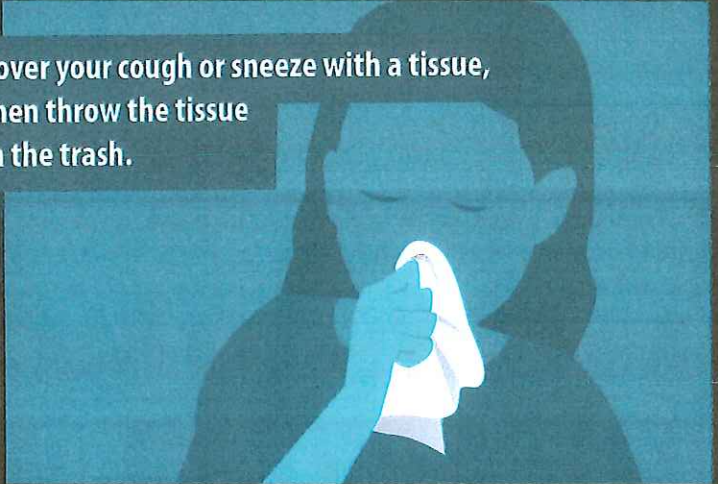
# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

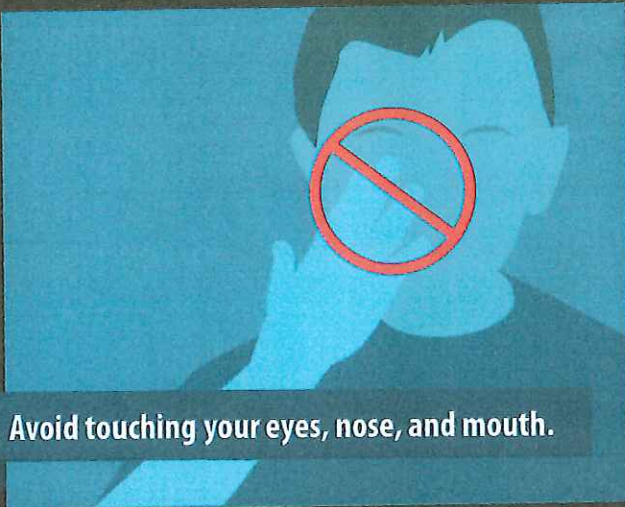
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/COVID19](https://cdc.gov/COVID19)



# DO YOUR PART TO SLOW THE SPREAD OF THE CORONAVIRUS

Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to slow the spread of the coronavirus.

Work or engage in schooling **FROM HOME** whenever possible.

**IF YOU WORK IN A CRITICAL INFRASTRUCTURE INDUSTRY**, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule. You and your employers should follow CDC guidance to protect your health at work.

**AVOID SOCIAL GATHERINGS** in groups of more than 10 people.

Avoid eating or drinking at bars, restaurants, and food courts — **USE DRIVE-THRU, PICKUP, OR DELIVERY OPTIONS.**

**AVOID DISCRETIONARY TRAVEL**, shopping trips, and social visits.

**DO NOT VISIT** nursing homes or retirement or long-term care facilities unless to provide critical assistance.

## PRACTICE GOOD HYGIENE:

- *Wash your hands, especially after touching any frequently used item or surface.*
- *Avoid touching your face.*
- *Sneeze or cough into a tissue, or the inside of your elbow.*
- *Disinfect frequently used items and surfaces as much as possible.*

**CORONAVIRUS.GOV**

School operations can accelerate the spread of the coronavirus. Governors of states with evidence of community transmission should close schools in affected and surrounding areas. Governors should close schools in communities that are near areas of community transmission, even if those areas are in neighboring states. In addition, state and local officials should close schools where coronavirus has been identified in the population associated with the school. States and localities that close schools need to address childcare needs of critical responders, as well as the nutritional needs of children.

Older people are particularly at risk from the coronavirus. All states should follow Federal guidance and halt social visits to nursing homes and retirement and long-term care facilities.

In states with evidence of community transmission, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where groups of people congregate should be closed.