



WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS
TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880
(203) 341 1120

MARCH 6, 2020

MEMORANDUM: ALL TOWN EMPLOYEES, ELECTED OFFICIALS

In an effort to increase our standard cleaning procedures for all of our Town buildings, DPW is taking extra steps to enhance cleaning and prevent the potential spread of disease.

- Handwashing signs have been posted in all bathrooms, hallway and stairwells.
- Wipe-down of all high touchpoint surfaces has been increased to five times per week, especially in areas such as railings, doorknobs, and bathroom fixtures.
- The daytime custodial shift will check and replenish all bathrooms with soap and paper twice daily, as well as wipe and clean high traffic touchpoint areas with disinfectant wipes.
- The evening custodial shift will replenish supplies in all bathrooms as well wiping down all high traffic touchpoint areas with disinfectant. This will include all stair railings, doorknobs and bathroom fixtures.
- A bottle of hand sanitizer and tissues will be provided to each conference room*

*(subject to supply limitations)

To assist us in our efforts, it is strongly recommended that all employees also help out by

- Clean personal desktops at least 3 times per week. (Clear clutter for thorough cleaning).
- Wipe down high-touch office equipment; desktop phone, computer keyboard, computer mouse, computer screen, cellphone.
- Wipe down common equipment such as copiers, fax machines, etc. 2-3 times per day
- Wipe down public greeting desks at least 2-3 times per day
- Use common sense in all contact with others; avoid if unnecessary
- Keep a supply of tissues available for public and staff use

Thank you and stay safe!