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City of Ravenna Notice

Regarding Coronavirus (COVID-19)

This letter is to inform you that the Mayor and City leadership are closely monitoring developments regarding the outbreak of the 2019 Novel Coronavirus, officially named COVID-19. At this time, this virus has continued to spread and has recently been confirmed in numerous counties in the State of Ohio. We are regularly monitoring this situation by maintaining communication with the Portage County Health Department who are following the guidance of the Centers of Disease Control (CDC) and the Ohio Department of Public Health. With this in mind, the City of Ravenna is planning proactive steps in conjunction with state and local health officials to protect our residents and our employees who offer vital services to our community.

At this point, the City has closed all offices to the public. Only employees will be allowed in any of the City's buildings. Please see the City of Ravenna's website for phone numbers if you should need to contact anyone inside of these buildings. Please see the area at the end of this announcement for further details with certain departments here within the City.

We are asking all of our residents & visitors to assist us with preventing the spread of the COVID-19 virus in our facilities and the community at large, by following the requirements and/or recommendations found in this memo.

Precautions Being Taken by the City of Ravenna:

- The City is collaborating with the Portage County Combined General Health District, the Ravenna City Schools, the City's safety services, and other health professionals to prevent the impact of COVID-19 on the City and surrounding areas.
- Ordering and Stocking of extra hand sanitizer for the City's facilities.
- Encouraging the enhancement of a cleaning/sanitizing regimen for all City facility bathrooms, kitchens, eating and breakroom areas, counters, etc.
- Encouraging telephone, email, and conference call communications instead of face-to-face contact whenever possible.
- Limiting travel to only necessary trips and outside meetings if at all possible.
- Encourage employees who have a fever and are sick to stay home.
- The City will advise its employees as conditions and/or policies change related to COVID-19.

General Precautions You Should Take Immediately at Work and at Home:

The best way to prevent COVID-19 is to prevent exposure to the virus in the first place. The following everyday procedures are recommended by the CDC to assist with the prevention of the COVID-19 virus:

- WASH YOUR HANDS OFTEN with soap and water for at least 20 seconds, especially before eating, as well as after going to the restroom, blowing your nose, and coughing or sneezing.
- Avoid close contact with people who are sick or showing any symptoms related to COVID-19.
- Avoid touching your eyes, nose, or mouth.
- Cover your cough or sneeze with a tissue, throw the tissue in the trash and then WASH YOUR HANDS; or, if no tissue is available, cough or sneeze into the inner fold of your bent elbow.
- Clean and disinfect frequently touched objects and surfaces using a disinfecting household spray or disposable wipes. This is very important in areas where surfaces are touched by members of the general public, particularly if anyone is observed coughing, or appears to be sick.
- Again, **WASH YOUR HANDS OFTEN!** If soap and water are not available, use a hand sanitizer containing at least 60% alcohol.
- If you have COVID-19 symptoms consult your doctor or health care provider as soon as possible and stay away from people who fall into “high risk” categories, including:
 - *The elderly, particularly those in nursing or other health facilities.
 - *People with chronic health conditions, such as asthma, COPD, emphysema, or other conditions that affect the lungs and heart.
 - *People with compromised immune systems from HIV/AIDS, autoimmune disorders, chemotherapy treatments, etc.
 - *Anyone, regardless of age, who has recently been released from a hospital or other healthcare facility.

Symptoms of COVID-19:

The COVID-19 virus can take 2 to 14 days from exposure before the infected person begins developing symptoms. The most commonly reported symptoms of COVID-19 include:

- A fever (greater than 100 degrees)
- A cough
- Shortness of breath or difficulty breathing
- Fatigue

COVID-19 spreads in a similar way as the flu. When someone with the virus coughs or exhales, they release droplets of infected fluid. Most of these droplets are distributed onto the infected person’s hand(s), or fall onto nearby surfaces and objects-such as desks, tables, telephones, keyboards, or countertops. People then come into contact with these surfaces and then may contract the virus.

Additional Information:

There has been a lot of information in the news about particulate/surgical face masks and it is important to understand that these face masks are not recommended by the CDC for general use and prevention. The best uses for these face masks as identified by the CDC are for those who are sick to avoid spreading sickness to others and by healthcare workers and caregivers who are taking care of someone in a close setting.

You should know that the City of Ravenna will continue to closely monitor this situation. Our top priority is the safety, health, and well-being of our employees, their families, and the residents of the City of Ravenna. We will update employees and residents with any new information that becomes available. You may also go to the websites listed at the bottom of this page for more information on COVID-19. Thank you for your diligence and effort towards the prevention and spread of the coronavirus.

Mayor Seman's office/City Hall:

City Hall and the Mayor's office are closed until further notice. If you should have any questions, please call 330-296-3864 and press 0.

Water Billing Department:

The City of Ravenna Utility Billing Department has taken the following steps in response the COVID-19 pandemic. The following steps were taken for employees and the general public's health:

- City Annex building is closed to the public until further notice
- Suspension of March late charges
- Suspension of delinquency shut offs until further notice
- No in house appointments unless it is an absolute emergency

Parks & Rec Department:

The RAC will remain closed until April 6th. All memberships will be extended by three weeks. more information to com regarding the Easter Extravaganza.

Recreational and competitive (GAASA) soccer will have a start date mid-late May.

Spring Break Camp – Cancelled

Spring Adult Volleyball – Cancelled

Adult Kickball (session 1) – Cancelled

Lake Hodgson/APCO Lodge:

Lake Hodgson is closed effective immediately through the end of April. There will be no rentals or activities until May 1st.

Opening Day for fishing is pushed back to May 1st at this point. We will update once more information is available.

Engineering and Building Department:

These departments are closed until further notice. For permit questions and information call our office at 330-296-5666 for information regarding the following:

- Utility information
- Permits both Engineering and Building
- Rental Inspections
- Zoning Information
- Property Maintenance Issues and Concerns

Once we understand your question and request, we will decide how best to service you.

City Council Meetings:

With the outbreak of coronavirus across the country and the world, the last few weeks have been a difficult time for everyone.

At this moment, our meetings will continue to be open to the public as they have been in the past. Because of the recommendations made by the CDC, we will limit meetings to a total of 50 individuals. We will continue to monitor the situation and provide updates as we have them available.

A few things to note as precautionary measures for this evening's meeting on March 16, 2020:

- If you do not have a specific agenda item on for this evening, please limit your attendance to Committee Meetings.
 - There has been a request that Quality IP take a look at live streaming options for Council in the event that we completely close meetings to the public. In the event that we move forward with this option, public comment would be made available via email.
- We are asking that all special awards and recognition of city residents and employees should temporarily suspend until May 1st, 2020 within Council Meetings.
- Please use proper hygiene while at City Hall.
- Please be respectful of everyone else's personal space. Please also limit physical contact, when possible.
 - Council, administration and audience members should be spaced at the CDC recommended six feet apart in Council Chambers.

Sincerely,



Frank Seman
Mayor/Safety Director



Tim Contant
Safety Compliance Officer

Additional Resources:

Center for Disease Control and Prevention(CDC):
CDC/Coronavirus Hotline: 1-833-4-ASK-ODH (1-833-481-5694)
<https://www.cdc.gov/>

Ohio Department of Public Health:
<https://coronavirus.ohio.gov>

<https://odh.ohio.gov/wps/portal/gov/odh/home>

Portage County Combined General Health District:
<https://www.co.portage.oh.us/portage-county-health-district>

The City of Ravenna Website:
<https://www.ravennaoh.gov>