



City of Greencastle

City Hall

One North Locust Street, P. O. Box 607

Greencastle, Indiana 46135

765-653-3100

For Immediate Release:

March 18, 2020

Contact:

William A. Dory, Jr.

765-653-3100

LOCAL DIRECTIVES TO ADDRESS THE CORONAVIRUS OUTBREAK

(*Greencastle, Ind.*) The City of Greencastle requests the community implement the following guidelines to deal with the Coronavirus outbreak to protect our citizens, families, and staff. These directives are based on guidance from local health officials, the State Department of Health, the White House, and the Centers for Disease Control and Prevention.

General Community Directives

1. Residents are asked to follow Indiana State Department of Health (ISDH) and Centers for Disease Control and Prevention (CDC) guidance for sanitation, hygiene, personal interaction, and meetings. More information can be found at the following websites:

Indiana State Department of Health – <https://www.in.gov/coronavirus/>

Centers for Disease Control – <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

2. Elderly and members of the community that are at risk should shelter in place.

3. All local restaurants and bars are asked to follow Governor Eric Holcomb's directives regarding the suspension of in-house dining. Carry-out, drive through, and delivery operations may continue at this time.

4. All local organizations are urged to follow the President's and the CDC's guidance to limit in-person events to no more than 10 people. For more details on this guidance see:

https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>

5. All businesses are urged to keep non-essential gatherings to a minimum and to follow CDC guidelines if a meeting is required. Large employers should try to limit in-plant gatherings, work break gatherings, and lunch break gatherings to follow these guidelines.

6. Places of worship are asked to follow the White House and CDC event guidelines to limit gatherings to no more than 10 people. Congregations are also urged to consider using on-line and other methods to practice their faith while observing social-distancing practices.

7. Residents are urged to avoid unnecessary trips around the community and trips outside of the community. It is recommended that travel be minimized except for to and from work, emergency situations, to purchase groceries and needed supplies, to pick-up prescriptions, and to pick-up food. If you do not have to go out, please don't go out! Shelter in place as much as you are able.

Grocery stores, gas stations, and pharmacies are asked to remain open and practice recommended sanitation and hygiene protocols.

8. All local businesses such as gym's, bowling alleys, movie theatres and other places at which the public congregates in close proximity are asked to follow the White House and CDC event guidelines to limit gatherings to no more than 10 people. All are asked to practice recommended sanitation and hygiene protocols.

9. Please check on your neighbors via phone or e-mail, NOT in person. Perhaps you can pick up a few items for a senior citizen or a busy parent that is home with their children.

10. **If you feel ill, stay at home!** If you need to seek medical care, call ahead so that your healthcare provider can provide instructions and can take steps to protect others from exposure to the virus. If offered by your healthcare provider, make use of tele-medicine options. The Putnam County Health Department recommends that if you do not need to be out, stay home, shelter in place!

11. If you need emergency assistance, please let 911 know of any potential temperature or respiratory symptoms. They will ask you a series of questions. Your response will help our public safety staff respond appropriately to your situation. Upon arrival of emergency response staff you may be asked additional questions.

12. Workers affected by the mandatory closing of restaurants and bars are encouraged to file for Unemployment Insurance (UI) on-line. They can find this information by going to the WorkOne West website at <https://www.workonewest.com/> Even if a worker does not have enough baseline wages to qualify for unemployment insurance at this time, they are still encouraged to file their information in the state UI system. This is because Congress is considering providing "Disaster Unemployment Insurance Assistance" to these workers. This has NOT been approved by Congress yet or signed by the President, but the State of Indiana is monitoring this closely.

13. If your family has children under the age of 18 in our schools, check your school district website for distribution information on grab and go meals while schools are closed. Questions should be directed to your school district.

Current City Actions Related to City Operations

1. All city offices are closed to non-business related visitors and family members.
2. All city departments are directed to serve the public through phone call or e-mail as much as feasible. The lobby of the Police Station will remain open to provide access to the emergency phone located there. Both the Fire Station and Police Station are considered “safe places” and remain available if a need arises.
3. Beginning Wednesday, March 18, City Hall will be closed to walk-in traffic. Persons seeking assistance may call and set up a meeting with any office at City Hall. Utility customers are asked to pay utility bills on-line, by phone, via the mail, via the drop box, or via the drive through window. Persons who need to establish utility service can call ahead and an application packet can be picked up at the drive through window. The drive through window will close at 4:00 pm.
4. Customers facing issues related to the payment of utility bills should contact the Utility Office by phone at 765-653-2638.
5. The Greencastle Police Department takes the safety and security of our citizens as top priority here in our community. The Greencastle Police Department will be implementing the following day to day operations immediately and they will remain in effect until further notice. GPD Officers will continue to patrol the streets of Greencastle and will still respond to all emergency calls within the city. Officers will complete all non-emergency reports over the phone. The Police Department has temporarily suspended all VIN checks, finger printing, vehicle lockouts, child restraint seat checks and seat distribution. Citizens with questions can contact the office at 765-653-2925.
6. All Greencastle Park and Recreation programs are postponed or cancelled until further notice. Parks will remain open. Park users are reminded to practice social distancing. Applications for summer positions can be obtained by calling 765-653-3395. Hiring for summer positions will continue with phone or on-line interviews.
7. All City Departments are taking numerous measures to protect employees and to continue normal operations. Citizens are asked to maximize the use of phone and e-mail to conduct business with city departments. Building permits and planning and zoning permits can be applied for on-line. Please contact the respective offices for more information.
8. City contacts and other information can be found at www.cityofgreencastle.com

We recognize that these directives may be difficult during these challenging times. We appreciate the public's patience and willingness to adhere to these guidelines. Together, we can slow the spread of the virus and protect our most vulnerable citizens.