



Office of the Mayor  
**CITY OF MIDDLEBURG HEIGHTS**

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**MATTHEW J. CASTELLI, MAYOR**

March 10, 2020

Residents and Members of the Middleburg Heights Community,

With the recent announcement and the identification of the Novel CoronaVirus (COVID-19) in Cuyahoga County I thought you might appreciate a few resources to better help you, your family and your co-workers remain healthy and informed.

First, there are some very simple actions that you may immediately implement to help protect you, your family and co-workers. Good hand washing with soap and water for 20 seconds is important to prevent the spread of germs. If you cannot wash your hands use of a hand sanitizing rub is beneficial. Good hygiene, cleaning frequently touched surfaces, avoiding close contact with sick individuals, maintaining healthy habits and staying home when you are sick can go a long way to prevent the spread of illnesses like the flu and the CoronaVirus in our community.

Second, make sure to get good quality information. Resources like your doctor are best, but if you seek information online please make sure to seek quality sources like the Cuyahoga County Board of Health (CCBOH), the Ohio Department of Health (ODH) or the Centers for Disease Control (CDC).

- CCBOH - <https://www.ccbh.net/coronavirus/> or (216) 201-2000
- ODH – <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Novel-Coronavirus/2019-nCoV> or (833) 427-5634
- CDC - <https://www.cdc.gov/coronavirus/2019-ncov/summary.html> or (800) 232-4636

Third, the City of Middleburg Heights continues to work closely with key agencies to see what additional actions our community may take. In conjunction with our department directors we have already taken actions to improve cleanliness within our campus facilities. Next time you visit our facilities you might see 'Building Precaution' signs as well as hand sanitizing rub stations located near entrances. We ask that should you visit community buildings that you please help us continue to keep the facilities clean. If you are feeling ill please refrain from visiting in person and elect to give us a call at the main switchboard number (440) 234-8811.

Lastly, we ask that you have a plan. This is a great preparedness practice for any type of event and applies to you, your family and your business. Most of these plans are applicable to events seen in our area such as extreme weather and power outages, but work equally as well during flu and CoronaVirus events. The Red Cross offers a great guide to help develop a custom plan for your situation and may be accessed at:

- <https://www.redcross.org/get-help/how-to-prepare-for-emergencies/make-a-plan.html>

In the future, should we need to notify you of schedule changes or closures please know that this will be done through our website and or social media. If the community needs to immediately communicate with you, your family or your business we will do so utilizing the CodeRED system. You should register all members of your family or business at <https://middleburgheights.com/> using the CodeRED link.

Sincerely,

*Mayor Matthew Castelli*

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