



# Department of Public Health Chenango County

Chenango County Office Building  
5 Court Street, Norwich, New York 13815  
[www.co.chenango.ny.us/public-health](http://www.co.chenango.ny.us/public-health)



## MEMORANDUM

**To:** Facility Operators  
**From:** Isaiah Sutton, Director  
Chenango County Environmental Health  
**Date:** March 10, 2020  
**Subject:** COVID-19 Preventative Measures

This message is to assure you that the Chenango County Health Department has plans in place to help limit the spread of the Novel (new) Coronavirus aka COVID-19.

As the coronavirus continues to spread, it is important that we here in Chenango County prepare. In order to best protect your patrons, guests, employees, and family, effective disinfection of all high risk and high touch surfaces is suggested. Remember to clean surfaces prior to disinfecting them. Cleaning first with soap and rinsing with warm water and then applying disinfectant (1/3 cup of bleach for every 1 gallon of water) for the recommended set time (air-dry) ensures that you are truly disinfecting the surface. Follow the manufacturer's instructions on all chemical disinfectants to ensure effectiveness.

The following is a list of high risk and high touch surfaces:

- Handles, Latches, and Knobs
- Food Service and Food Contact Surfaces
  - Trays and Tray Stations
  - Tables, Serving Lines, and Condiment Stations/Condiment Stations
- Bathroom/Locker Room Fixtures, Doors, Walls, Benches, etc.
- Drinking Fountains/ Water Fixtures
- Sports/Activity Equipment: Balls, Mats, Props, Instruments, Etc.

---

**Children's Services**  
607-337-1729  
Fax: 607-337-1720

**Environmental Health**  
607-337-1673  
Fax: 607-337-1720

**Nursing Services**  
607-337-1660  
Fax: 607-337-1709

After Hours For All Divisions Call 607-337-1660

In addition, personal hygiene is vital to limiting the spread the Novel (new) Coronavirus aka COVID-19. Everyone should:

- Stay home when you are sick and avoid close contact with people who are sick
- Actively encourage sick employees to stay home
- Wash your hands often with soap and water for at least 20 seconds, especially before you eat
- Use an alcohol-based hand sanitizer that contains at least 60-95% alcohol
- Cover your cough and sneezes with a tissue and discard in a closed container

For more information, contact the Chenango County Health Department, Division of Environmental Health at (607) 337-1673 or visit the following pages:

<https://www.cdc.gov/CORONAVIRUS/2019-NCOV/CASES-IN-US.HTML>

<https://www.health.ny.gov/diseases/communicable/coronavirus/>

Sincerely,

A handwritten signature in black ink, appearing to read 'Isaiah Sutton', with a long horizontal flourish extending to the right.

Isaiah Sutton, Director

Chenango County Environmental Health