

March 12<sup>th</sup>, 2020

RE: **COVID-19 policy updates for recreation programs**

Dear participants,

With many organizations reacting to the COVID-19 (also known as the Coronavirus) outbreak, I wanted to touch on a few items related to this virus and our programs. Firstly, as of now, all programs are still scheduled to run as they are in gatherings of less than 50 people. If a situation arises where we need to cancel programming, we will let participants and the community know as soon as that decision is made. Refunds will be issued for department cancelations where applicable and potential prorated refunds will be approved on a case-by-case basis.

We ask that anyone who feels sick with cold or flu symptoms to stay home and avoid contact with others. You may return to our program once you are symptom free. If you have health concerns or questions, please contact your regular doctor. We care about our staff as much as we do you so in the event that our staff are sick and we are unable to staff a program, we will postpone and have make-up dates posted as soon as possible.

Remember to stay informed with accurate information from trusted sources. You can obtain more information about the virus at [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) and can get updates on any program changes from our website, [waterburyrec.com](https://www.waterburyrec.com). If you have any questions, please feel free to reach me at [nnadeau@waterburyvt.com](mailto:nnadeau@waterburyvt.com) or 802-244-7174.

A handwritten signature in black ink, appearing to read "Nicholas Nadeau", written over a horizontal line.

**Nicholas Nadeau, M.Ed**

*Director of Parks & Recreation, Town of Waterbury*

