



## OFFICE OF THE CITY ADMINISTRATOR

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300 East Main Street  
Sun Prairie, WI 53590-2227  
608-825-1193

Website: <https://cityofsunprairie.com>

To the Sun Prairie community,

Earlier today, Governor Evers declared a public health emergency related to the coronavirus in Wisconsin. As you know, the circumstances related to the coronavirus (COVID-19) are rapidly evolving and subject to change not only daily, but hourly. We wanted to take this opportunity to provide an update on the preparations that the City of Sun Prairie is making in the event of widespread impacts to our community.

### **Planning:**

Our highest priority is the health and well-being of our community and staff members. Like every organization today, we are following the advice of the Center for Disease and Prevention (CDC) and the Wisconsin Department of Health Services (DHS) to determine the appropriate adjustments to when, where, and how we work. City staff have been proactive in its planning and will continue to meet regularly to discuss our preparedness plan. While Dane County remains at a low risk, we continue to monitor and work closely with Public Health Madison and Dane County.

### **Steps we are taking:**

- Staff are increasing the frequency of cleaning of common areas, door handles, etc. in all city buildings to make the buildings as safe as possible for employees and the public.
- City officials are working closely with Public Health of Madison and Dane County and will follow the guidance of the State and Public Health Departments for gatherings and events. We will keep the public informed of any cancellations on social media and our website.
- As a preventative measure, we have suspended city-sponsored travel for all staff until further notice.

### **Action steps you can take to limit the spread and help protect others:**

- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick. Keep children home from school if they are sick. Children should be free from fever without use of fever-reducing medications for 24 hours before returning to school.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



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- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched surface.
- Rethink social norms: avoid handshakes, meet virtually if possible and leave a few feet of space between people.
- Actively encourage employees who are sick to stay home
- Postpone or cancel nonessential travel to areas with hot spots, both internationally and domestically.

Responding to COVID-19 requires all of us working together. This is a rapidly changing and evolving situation. Follow Public Health Madison & Dane County on [Facebook](#) and [Twitter](#) to see the latest local updates. You can also find the most up-to-date information on the CDC's [coronavirus webpage](#). If you are concerned about your risk of getting COVID-19 or have recently traveled to an affected area, please contact the Public Health Madison & Dane County at 608-266-1865.

In closing, we'd like to thank and acknowledge the work of our staff, local, state and county partners to serve our community and protect public health to address the coronavirus.

Thank you,

Aaron Oppenheimer  
City Administrator