



Commonwealth of Massachusetts

SOUTHERN ESSEX DISTRICT REGISTRY OF DEEDS
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A division of the Secretary of the Commonwealth
WILLIAM FRANCIS GALVIN, SECRETARY

March 12, 2020

Dear Colleagues and staff members

As the Register of Deeds, I have many duties and responsibilities. Making sure registry employees, staff, and patrons are safe and work in a healthy environment has always been and remains a priority of mine. Governor Charlie Baker has announced a state of emergency regarding COVID-19. This announcement mandates that we be proactive in maintaining a healthy work environment.

Unfortunately, it has been brought to my attention that a family member of a registry employee may have been exposed to the Coronavirus. I stress, this person **MAY** have been exposed to the virus. I have been informed that both individuals (registry employee and family member), are not experiencing any symptoms of the disease. Nonetheless, in an abundance of caution, the employee was asked (and agreed) to remain home for 14 days or until medical personnel have cleared them. We are closely monitoring this situation and will keep you informed of any new information should the need arise.

For your safety, we are implementing the following precautionary measures; these measures are in effect immediately and until further notice:

1. All official work related travel is suspended, including all community outreach programs.
2. We also ask that any employees showing flu-like symptoms or respiratory illness notify administration immediately by phone (978-542-1730); do not report to work if you are sick.

We have asked the landlord (Prime Group) to schedule a “deep cleaning” of the Registry. They have scheduled this for this coming Saturday morning, March 14. The company that will perform the cleaning will use the same standards and cleaning procedures that are being used at the MBTA and other State Agencies to ensure a full and comprehensive cleaning of our facility. Additionally, we are wiping down surfaces daily with disinfectant cleaning materials.

As you are aware this pandemic is an evolving situation, as such we have been and will continue to be in close contact with the State Board of Public Health. We will follow all recommendations and protocols given to us by the Commonwealth of Massachusetts. If you have any questions please feel free to contact me, and please know that your health and the health of others is my primary concern going forward.

Thank you,

A handwritten signature in blue ink, appearing to read "JO".

John O'Brien
Register of Deeds