

**Dear Villagers,**

With the latest information released and out of an abundance of caution for the safety of our employees, Mayor Gillem has authorized suspending any/all in person town services, effective immediately (March 17). We will continue taking telephone calls, emails and payments by mail, phone only. No permits are being issued unless an emergency situation.

The ever-evolving situation around COVID-19 is unlike any other our lifetimes, and we need each other more than ever. Please continue to look out for neighbors. Limiting the risk of the virus requires all of us to diligently practice the advice of Public Health.

The Town of Beaux Arts Village has prepared documentation to declare a proclamation of emergency if deemed appropriate. We have elected not to do so at this time based on the composition and financial exposure of the Town. All public meetings are cancelled through the end of March; meeting cancellations may be extended if conditions warrant. The town has been in contact with our contract providers, Bellevue Fire and King County Sheriff, to make sure they are taking precautions and will continue to provide essential services to the community.

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A COVID-19 outbreak could last for a long time in our community. Creating a **household plan** can help protect your health and the health of those you care about in the event of an outbreak of COVID-19 in our community. Base the details of your household plan on the needs and daily routine of your household members.

**Get to know your neighbors.** Talk with your neighbors about emergency planning. Our town uses the Map Your Neighborhood program and should check on each other through indirect methods such as telephone and email so we can maintain social distancing. ***If you have a concern for a neighbor or someone in your community, please talk to King County Sherriff's Department. They can carry out a Welfare Check during their routine drives throughout the town. They can be reached on the non-emergency line at 206.296.3311 For immediate help call 911.***

**Talk with the people who need to be included in your plan.** Talk with household members, other relatives, and friends to discuss [what to do if a COVID-19 outbreak occurs in our community](#) and what the needs of each person will be.

**Identify aid organizations in your community.** Create a list of local organizations that you and your household can contact in the event you need access to information, health care services, support, and resources. Consider including organizations that provide mental health or counseling services, food, and other supplies.

**Create an emergency contact list.** Ensure your household has a current list of emergency contacts for family, friends, neighbors, carpool drivers, health care providers, teachers, employers, the local public health department, and other community resources.

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**Practice good personal health habits and plan for home-based actions**

**Practice everyday preventive actions.** Remind everyone in your household of the importance of practicing everyday preventive actions that can help prevent the spread of respiratory illnesses:

**Choose a room in your home that can be used to separate sick household members from those who are healthy.** Identify a separate bathroom for the sick person to use, if possible. Plan to clean these rooms, as needed, when someone is sick. [Learn how to care for someone with COVID-19 at home.](#)

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I have also attached a helpful document prepared by the City of Bellevue on Resources for our greater Community.

Be safe,

Aletha Howes  
Councilmember  
Town of Beaux Arts Village