



STATE OF FLORIDA  
**LEE COUNTY PROPERTY APPRAISER**  
KENNETH M. WILKINSON, C.F.A.



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March 12, 2020

Re: Coronavirus Disease 2019

The Lee County Property Appraiser is closely monitoring the spread of COVID-19 and following guidelines and recommendations handed down by the Centers for Disease Control (CDC) and our health departments.

Here are some helpful links:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>

<http://www.floridahealth.gov/diseases-and-conditions/COVID-19/covid19-toolkit.html>

During this time, it is the Property Appraiser's primary concern to keep staff and the public as safe as possible. While we routinely clean and sanitize the public areas in our office to do our part, we need your help too. Attached to this open letter is the guidance from the CDC.

If you are sick, not feeling well or have been exposed to COVID-19, please stay home, seek medical advice and do not travel to our office. We are prepared to assist you on-line or by telephone with all questions, homestead applications and any other business you have with our office. If you have access to the Internet, our website is [www.leepa.org](http://www.leepa.org). If you are unable to access our website or just want to talk to a staff member, call our Office directly at 239-533-6100 and someone will be happy to assist you.

We appreciate your assistance and will keep you updated as information becomes available.

Sincerely,

Kenneth M. Wilkinson, CFA  
Lee County Property Appraiser

# Keeping the workplace safe

Encourage your employees to...

## Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

## Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

## Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

## Stay home if...



- They are feeling sick
- They have a sick family member in their home

**What every American and community can do now to decrease the spread of the coronavirus**

# Keeping the school safe

Encourage your faculty, staff, and students to...

## Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

## Consider rearranging large activities and gatherings



- Consider adjusting or postponing gatherings that mix between classes and grades
- Adjust after-school arrangements to avoid mixing between classes and grades
- When possible, hold classes outdoors or in open, well-ventilated spaces

## Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

## Stay home if...



- They are feeling sick
- They have a sick family member in their home

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# Keeping the home safe

Encourage your family members to...

## All households



- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

## Households with vulnerable seniors or those with significant underlying conditions



*Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system*

- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- If possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

## Households with sick family members



- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions

**What every American and community can do now to decrease the spread of the coronavirus**

# Keeping commercial establishments safe

Encourage your employees and customers to...

## Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door, and schedule regular hand washing reminders by email
- Promote tap and pay to limit handling of cash
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

## Avoid crowding



- Use booking and scheduling to stagger customer flow
- Use online transactions where possible
- Consider limiting attendance at larger gatherings

## For transportation businesses, taxis, and ride shares



- Keep windows open when possible
- Increase ventilation
- Regularly disinfect surfaces

**What every American and community can do now to decrease the spread of the coronavirus**