



**BETZ, ROSSI,
BELLINGER & STEWART**
FAMILY FUNERAL HOMES, INC.

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To: All Employees

From: Peter J. Rose, CFSP

Re: Covid 19- Emergency Operation Protocol

The best way to help in the fight against the Covid-19 Outbreak is prevention and trying to slow the infection process. Below is our list of guidelines for operating until future notice.

1. Reduced Capacity: Buildings are open but will be limited to employees and the number of guests.
2. All Services Scheduled March 17, 2020 going forward are to be private and limited to maximum capacity of 50 people. 25 preferably.
3. Hand sanitation stations should be set up at the main entrance and everyone entering should sanitize their hands.
4. No personal contact. (Shaking hands, hugging etc.)
5. Arrangements should be limited to 2 guests and one staff member.
6. Pre- Arrangements, when possible should be done remotely.
7. Events should be limited to one family at a time in a building.
8. After any event, Arrangement, Service, Etc, the room and or building needs to be disinfected. This includes all surfaces.
9. Deliveries should be limited to one area.
10. Doorways and open areas should be left open to reduce the amount of surface areas that can be touched.
11. Prayer Rails Should be Removed From Chapels Immediately.
12. Universal PPE should be used on call cases as normal, with special attention and caution moving forward.
13. Wash Hands Frequently.

Lastly, we are all in this together. If anyone feels ill, or overwhelmed- Please reach out to me. Hopefully by taking these precautions, we can do our part to slow the virus.