

March 21,2020

Dear Funeral Directors,

In light of the current Coronavirus (COVID-19) outbreak, we are implementing new policies for your and our safety. This industry is especially challenged to safeguard your families and our staff from the spread of this disease. In that regard we are instituting the following guidelines for accepting a deceased person for cremation here at Fresh Pond Crematory.

- We will only accept direct cremations with no family present on the premises.

 - All deceased brought in a cardboard or combo (wood tray and cardboard top) must be placed in a disaster bag inside of the container.
 - A.** All openings must be secured completely with tape.
Example: Handel holes, Top of Lid, Bottom of Air Tray

 - Each deceased person with the COVID-19 cause of death or is suspected of dying of the disease must be placed in two disaster pouches in one of the above cremation containers or caskets.
 - A.** For each deceased person whose cause of death is COVID-19, we must be notified 24 hours in advance so that the cremation can be scheduled to take place first thing in the morning for immediate cremation.
 - B.** All paperwork must be faxed on all COVID-19 Cases.

 - To minimize handling and transfer of the deceased, we will no longer accept rental caskets here at the crematory. The deceased must be brought in the enclosed cardboard insert and secured as noted above.

 - We will be implementing a curb side service that will go as such:
 - A.)** When you arrive at the crematory a staff member will come to your vehicle to retrieve your paperwork to be processed.
 - B.)** Once the paperwork is processed, the sign in sheet will be brought out to you.
 - C.)** Once you've signed in, our staff will take your body in.
- * Please remain inside of your vehicle during the whole process.**

We appreciate your understanding and cooperation during these trying times. These new policies will be in effect immediately until further notice.

Fresh Pond Crematory