



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.

As a proactive response to the continued concern over the spreading of the Coronavirus virus effective immediately and until further notice, Oakwood Cemetery will not offer our Earl Chapel for any type of funeral service or public gathering.

Through March 30, 2020 and as a practice in support of the CDC's "15 Days to Slow the Spread", we are asking Funeral Directors to work to limit their funeral attending head count to immediate family - 10 or fewer persons.

While attending a funeral or while visiting our Cemetery and Crematory, everyone is asked to observe and abide by current "social distancing" practices.

Our main office is closed for non-essential business. Our office currently remains open for necessary business operations; this includes for all funeral directors in the course of their funeral, interment, and crematory needs as well as those seeking lot sales which will be by appointment only. However, the office is closed to all nonessential personnel. This includes visitors, members, volunteers, those with genealogy or other cemetery data inquiry's, and the general public until further notice.

Cremation:

- 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 paper work must be faxed on all COVID-19 Cases. Office fax #(518) 272-7521

Crematory: If a family wishes a "Push the button" service at the crematory, a maximum of two (2) people will be allowed into the retort room. This type of request which includes "Holding of the retort" is currently available but is subject to change given the needs of the greater community.

Funeral: Because of the uncertainty of transfer, we will not allow any family member to be present for the final lowering of the casket or urn. Cemetery personnel will not approach the service until all attendees have returned to their vehicles.

The cemetery will not provide any shovels, equipment, or tools for people to use during a funeral or at any time of visitation.

In closing, as with any emergency of this type, communication is key. We would appreciate knowing in advance of any person coming to Oakwood who has passed from COVID-19. Thank you in advance,

Sincerely, Bernard F. Vogel, Administrator