

3-17-20, 3-19-20, 3-20-20, 3-30-20, 5-5-20, 6-17-20, UPDATED 7-14-20

To: Mortuaries/Board of Trustees/Cemetery Staff/Public

RE: Updated COVID 19 procedures at the Visalia Cemetery

Full body burials can be scheduled Monday through Friday graveside at the following times - 8:30am, 9am, 10:30am and noon. **Ash burials** can be scheduled at the graveside at 8:30am, 10am and 11am and noon. **Saturday gravesides for full body or ash burials** can be scheduled at **9:30am or 10:30am**. **Lowering** must start no later than ½ hour later for all services. There will be no cemetery chapel or pavilion services scheduled.

We are requesting that families limit the number of people at the grave site so that there is enough room to comply with the social distancing requirements of 6 ft. in-between each person. Chairs may be brought in by families as long as the social distancing is adhered to. No tents, pop ups or canopies are allowed as these invite people to gather too close together. The cemetery will not provide any chairs or canopies.

Families need to disperse at or before the ½ hour time limit to allow burial staff in to lower. Family members wishing to witness the burial process may do so from inside their vehicle or from a distance designated by the burial crew. The burial crew will stay back and away from the service and they will not come to the grave site to process the lowering and closing until the crowd has dispersed and moved back or to their cars.

The cemetery staff will not be assisting with unloading of caskets until the social distancing restrictions are lifted. We are notifying the mortuaries to bring enough family and funeral staff for pall bearing. The cemetery will provide our funeral cart if needed and requested by the mortuary.

Cemetery staff will not be giving members of the public rides on golf carts or in gators. Each employee using a gator or cart will use their own and if they need to

give another employee a ride they will not sit side by side unless they are both wearing a mask.

Our staff hours have been adjusted and the office will be open for families needing to pay or sign from 7:30am to 3pm. The office door will remain locked and only 1 to 2 people from the same family will be allowed in at a time. If more than one family needs assistance at the same time, we will help the other family outside. Employees are working from their own desks and using the phones at their desks. When covering for another employee, it is being done from their own desks as much as possible.

Staff members are being told to stay home if sick. Staff members are encouraged to take their 5 day mandatory time off and to seek assistance from the EDD for salary reductions or for possible coverage through paid family leave and disability benefits if eligible. Emergency COVID 19 sick accrual can be used for reduced hours or time off related to a COVID issue. Social Vocational Services personnel are not working.

Board meetings may be held via conference call from the chapel or pavilion to allow for social distancing for anyone in attendance. Members of the public may attend board meetings via conference call or in person in the chapel or pavilion and they must maintain social distancing and face masks are encouraged. Board packets will be emailed to the Board of Trustees.

The cemetery has masks, rubber gloves, cleaning supplies, hand gel/wipes and disinfectant spray available for staff as needed.

Mortuaries needing to drop off permits and payments can do so through the mail slot in the front door of the office. Mortuaries are asked to remind families before coming out to the cemetery: we do NOT have public restrooms available.

Give us a call if you have any questions or concerns.

Cindy Summers – District Manager

734-6181 or 679-1463