



*Board of Supervisors of Willistown Township  
Chester County*

688 Sugartown Road, Malvern, PA 19355  
Phone: 610.647.5300 Fax: 610.647.8156

March 12, 2020

Dear Willistown Township Residents,

On behalf of the Board of Supervisors, Willistown Township government continues to coordinate with Chester County and other government officials with respect to Coronavirus (COVID-19). However, in an abundance of caution, the Township has decided to cancel **ALL Advisory Board Meetings** and **Community Room Rentals** at this time.

**Our Township Building and services remain open for business but note that we are able to offer many of our administrative services online. We encourage you to access these services and resources remotely by visiting our website at [www.willistown.pa.us](http://www.willistown.pa.us).**

We ask all of you to use the methods of calling, email and regular US mail to communicate and transmit information. All Township employees have the ability to video conference. Building and Zoning permits can be issued electronically and by first class mail. You do not need to enter the Township Building to pay your sewer bill or permit fee. The Township has dropboxes for your convenience located at both the front and back of the Township Building.

The regular calendar of Board of Supervisors meetings remains in effect. We will continue to consult with the County Health Department and any changes to the schedule or regarding attendance and participation will be communicated as soon as possible on the Township website.

If you do need to visit the Township Building, you will notice signage, sign-in lists and a variety of other steps taken to encourage well-being and allow us to "trace back" our visitors, should that be necessary. The Township of course intends to follow such additional practices as may be advisable.

The Willistown Township Police Department is open; however, we urge you under these circumstances to take necessary precautions to protect yourself. If you have a non-emergency incident to report, we ask that you request an officer to call you, rather than an in-person response. All requests for reports or other administrative items may be requested by email [pdrecordsofficer@willistown.us](mailto:pdrecordsofficer@willistown.us) or by telephone. This information is also on our website.

EMS, (not officers) will be the primary response to medical emergency calls. Officers will respond to life emergency calls such as a cardiac arrest. Our Administration has met with neighboring departments and have developed an operational contingency plan, should it be necessary.

We take these precautions because of the latest information on COVID-19. Your safety and the safety of our officers is our primary concern.

Please remember that hand-washing and keeping hands away from eyes, nose and mouth are recommended. If you experience symptoms, stay home and call your doctor for advice - do not proceed unannounced to a health care facility that may not be prepared for your arrival.

Further general information on Coronavirus is available from the Chester County Department of Health at [www.chesco.org](http://www.chesco.org). If you haven't already, please take a few minutes to register at <https://www.readychesco.org/>

ReadyChesco is a system that helps County and Local officials (including the Health Department) send emergency text alerts, emails and voice calls to you quickly. ReadyChesco can send these to your cell phone, home phone, office phone, and/or E-mail account.

Thank you for your cooperation and assistance in keeping Willistown safe and slowing the spread of COVID-19.

Sincerely,

Sally Slook  
Township Manager

John Narcise  
Chief of Police