



COVID-19 Protocol

We want you to rest assured that we are actively monitoring the COVID-19 situation very carefully and following safety guidance provided by the Centers of Disease Control and Prevention (CDC) along with federal, state and local health authorities.

Effective March 17, 2020, the following guidelines are in place for Westfield Washington Township residents seeking emergency financial assistance due to loss of income related to COVID-19.

- Financial assistance can be used for essential needs: food, shelter, utilities, medical, transportation, household supplies, other necessities as determined by Trustee
- Schedule an appointment by email assistance@wwtownship.us or phone (317)574-9490, ext 1
- Appointments will be done by email, phone or video conference during Monday-Friday 9:00am-4:00pm
 - You will be contacted within 24 business hours to schedule your appointment.
 - You must submit your supporting documents prior to your appointment.
 - It is preferred that your application be submitted prior to your appointment via email; however, staff can complete the application during your appointment if necessary. *See instructions below for submitting paperwork.*
- If the Trustee determines an in person appointment is necessary, our policy includes:
 - Only one (1) person per family can attend the scheduled appointment.
 - Clients will only be allowed in the investigation room during their appointment.
 - The investigation room will be sanitized after each appointment.
 - Restroom facilities will not be available for public use.
- Application and documentation policy:
 - Submit required documents prior to your scheduled appointment time. *Application can be completed over the phone if necessary.*
 - Drop box
 - Pre-stuffed envelopes with a Township Assistance Application and document request form are available in the drop box outside the Township Assistance main entrance.
 - Return completed application and appropriate documentation in the original envelope, place last name only on the front of the envelope, seal envelope and leave in the drop box.
 - Email
 - Township application and document request form can be emailed to you when you schedule your appointment.
 - Requested documents can be returned to Township staff via email.
 - During the phone interview, we will ask that you attest that the information is true and accurate.

The CDC recommends the following to avoid spreading COVID-19:

- Stay home when you are sick with an influenza-like illness.
- Wash your hands frequently with soap and water for 20 seconds or use an alcohol-based hand sanitizer.
- Avoid touching your nose, mouth and eyes.
- Cover your coughs and sneezes.
- Wash your hands or use hand sanitizer after coughing, sneezing, or blowing your nose.
- Keep frequently touched common surfaces clean (i.e., telephones, computer equipment)
- Do not use other workers' phones, desks, office, or other work tools and equipment; if necessary, consider cleaning them first with a disinfectant.