

C O P Y

TREASURY DEPARTMENT
BUREAU OF PUBLIC HEALTH SERVICE
WASHINGTON

October 10, 1918.

The Chief Clerk
Smithsonian Institution,
Washington, D. C.

S i r:

As an aid in protecting the health of government employees, this office requests that for the present the following precautionary measures be observed in your department.

1. That each morning, before assembly of employees, the building or buildings be thoroughly flushed out with fresh air for a period of fifteen minutes.
2. That the most thorough ventilation consistent with reasonable comfort to those within, be maintained at all times. To the end that maximum ventilation and minimum discomfort be attained, the wearing of ample clothing should be encouraged by office heads.
3. That each day, two periods of fifteen minutes duration be designated, [12:00 M and 2:30 P. M.] during which time all employees be required to leave the building and remain outdoors. During this time, the building should be thoroughly flushed out with fresh air. When, on account of rain, it is not wise to venture outdoors during this period, coats and wraps should be put on, and building thoroughly ventilated as usual.
4. That the transmitters of all telephones be carefully cleansed twice each day with disinfectant solution. A 1 per cent compound cresol solution or other solution of equal strength is suggested.
5. That gauze masks, covering the nose and mouth be worn during business hours, by all employees who work indoors and whose duties necessitate coming in contact with a large number of people. Application for these masks should be made at this office.

An answer to this communication is respectfully requested.

Respectfully,

(Signed) H. S. MUSTARD.

Medical Officer in Charge
District of Columbia Sanitary
Zone.

W. de C. R.
H. W. D.

Approved:
C. D. W.
Secretary.

J. E. H.

SMITHSONIAN INSTITUTION
UNITED STATES NATIONAL MUSEUM
WASHINGTON, D. C.

Superintendent of
Buildings & Labor
OCT 14 1918
U. S. NATIONAL MUSEUM.

October 14, 1918.

OFFICE OF

ASSISTANT SECRETARY,
SMITHSONIAN INSTITUTION
IN CHARGE U. S. NATIONAL MUSEUM

Mr. R. H. Trembly:

In forwarding herewith the accompanying letter from the Medical Officer in charge of the District of Columbia Sanitary Zone which has been approved by the Secretary of the Smithsonian Institution, I beg to say that the ventilation of the building and rooms before 9:00 o'clock will have to be attended to by the Foreman of the Laborers and the Watch force.

Very respectfully,

W. E. Lawrence
Administrative Assistant.

October 16, 1918.

To Mr. Horan:

In accordance with instructions received from the Administrative Assistant, carrying out the request of Dr. H. S. Mustard, Medical Officer in Charge of the District of Columbia Sanitary Zone, you will please see personally each week day morning that all of the offices and laboratories occupied by Museum workers on the third floor of the Natural History Building and those on the ground floor occupied by the Museum are thoroughly flushed with fresh air for a period of at least fifteen minutes, before 9:00 A. M. As you are aware, it has been the practice for a good many years to ventilate the halls and offices of the building. Therefore, all that is necessary now is to be sure that the custom of ventilating each morning is kept up.

You will also please see personally that the transmitters, or mouthpieces, of the public telephones in the Natural History Building are cleaned with formaldehyde each week day before 9:00 A. M., just before 12:00 noon and about 2:00 P. M. A supply of this disinfectant can be obtained from the Property Clerk upon requisition and a laborer should be detailed to perform this work.

By direction of the Administrative Assistant you will also arrange to have all of the laborers under you leave the building and remain outdoors for fifteen minutes at 12:00 noon and 2:30 P. M. When, on account of bad weather, it is not wise to venture out of doors during the periods the men can put on their coats and get the fresh air at the entrances.

Yours respectfully,

Acting Superintendent of
Buildings and Labor.

October 15, 1918.

Memorandum to Captain Crowley:

I am in receipt of a memorandum from Mr. Ravenel, transmitting a copy of a letter received from Dr. H. S. Mustard, Medical Officer in Charge of the District of Columbia Sanitary Zone, requesting that certain precautionary measures be observed in the National Museum Buildings regarding ventilation, recreation periods, care of telephones etc. In so far as the sections of the Natural History Building occupied by the Bureau of War Risk Insurance are affected by these orders, I take it, as a matter of course, that you will issue the necessary instructions regarding ventilation and the other subjects touched upon by Dr. Mustard.

The third floor of the Natural History Building and that portion of the ground floor occupied and used by the Museum will be adequately ventilated each morning, as has been the custom for some years.

In discussing the subject of gauze masks with Mr. Ravenel, he agrees with me that the question of obliging the elevator conductors to wear them should be brought to your attention for decision, as this matter particularly concerns the Bureau.

A copy of Dr. Mustard's letter is enclosed herewith.

Yours respectfully,

Acting Superintendent of
Buildings and Labor.

To Mr. Denmark, Mr. Haney, Mr. W. H. Goldsmith, Mr. Horan and
Mr. Taylor.

November 13, 1918.

You are hereby advised that the order which was issued the first part of October, requiring that all employees take fifteen minutes recess at 2:30 P.M. each afternoon in accordance with instructions received from the Medical Officer in Charge of the District of Columbia Sanitary Zone in connection with the Influenza epidemic, has been cancelled. You will, therefore, please notify all employees working under you that they are not to take this recess hereafter.

Yours respectfully,

Superintendent of
Buildings and Labor.