

Town of Foxborough

Reopening Plan

Enclosed are guidelines, procedures and processes to stop the spread of Covid-19 while re-staffing workplaces in preparation for reopening to the public, when permissible, and when it is safe to do so, within stringent public health guidelines set by the Center for Disease Control (CDC); the Governor, his Covid-19 Command Center, and his Reopening Advisory Board; the Massachusetts Department of Public Health (MDPH); and the Foxborough Board of Health.

Throughout this pandemic we remain committed to being reasonable in dealing with extenuating circumstances of our valued employees, relating to Coronavirus school and daycare closures; and responsive to the needs of our residents and local businesses, providing quality public services to the best of our ability, under the conditions that we all continue to endure.

I. Phased Return to Work and Services

Throughout the Covid-19 Pandemic, the Public Safety Building, DPW Buildings and Town Hall have remained fully functional, although inaccessible to the public. Whenever possible, employees have been working remotely. Some remote work has been to accommodate families with children home due to school and daycare closures, while other employees have been urged to remotely stagger shifts, work off hours and alternate work from home and in the office to promote safe social distancing and decrease the likelihood of virus spread. While the Town will continue to provide essential services, we will not resume all other services at once. Instead, we will open in phases, starting with bringing remote employees back to the workplace safely and in stages. Phase One began May 26, 2020, although every employee was not able to return during this phase due to the Governor's maximum allowable building capacity levels of 25%. Some employees may also be allowed to continue working remotely due to the impact of school and daycare closure, and based on the type of work they perform and the needs of the Town. Employees unable to return to the workplace and unable to perform all the essential functions of their position will need to be on accrued time, make their supervisor immediately aware and contact the Human Resources Director. Our intention is to keep an open dialogue with department heads to determine the most realistic operational scenarios. We have identified planned precautions, self-screening processes and risk mitigation procedures that will be applied as we move forward.

Varying plans for the reopening of Town buildings, with site specific procedures, are discussed in Addendums A - F. The schedule of phased employee return to worksite, and reopening of services, programs, and buildings is depicted in Table 1 below. Dates cannot yet be assigned to Phases Two through Four, as they are dependent on orders from the Governor, who we fully expect will make decisions relative to allowed business, service and sector openings, based on changing public health data. This plan is intended to be a living document, with amendments expected and administrative updates to follow, as new best practices in fighting this virus are unveiled; and we continuously learn and adapt to the most effective and efficient methodologies in delivering public services within the context of the changing environment we currently find ourselves operating within.

| Phase | Date | Description |
|-------|------------------|--|
| Zero | Continuous | Essential Public Safety, Public Works, Town Hall, and Human Services |
| One | 5/26/2020 | Essential services & all possible employees return to workplace |
| Two | 6/8/2020 | Library curbside services and programs return |
| Three | 7/6/2020 | Town Hall open to public & Council on Aging limited programs return |
| Four | To be determined | All services and public access return (following strict guidelines) |

Table 1. Town of Foxborough Reopening Phases

II. Daily Self-certification

Each day, every employee must self-certify to their supervisor that they:

1. Have not had a cough; sore throat; loss or change of sense of smell; nausea; vomiting; diarrhea; shortness of breath or difficulty breathing; fatigue, muscle or body aches within the past 24 hours.

2. Are not aware of having “close contact” with any individual diagnosed with COVID-19. “Close contact” means:

- Living in the same household as a person who has tested positive for COVID-19;
- Caring for a person who has tested positive for COVID-19;
- Being within 6 feet of a person for more than 15 minutes who has tested positive for COVID-19, or coming in direct contact with secretions (e.g., sharing utensils, being coughed or sneezed on) from a person who has tested positive for COVID-19, while that person was symptomatic.

3. Have not been asked to self-isolate or quarantine by their health care provider or a public health official.

Employees exhibiting symptoms or unable to self-certify will be directed to leave the workplace, seek medical attention and testing (if applicable) by their health care provider. They are not to return to work until they have been cleared by a medical professional.

4. All the provisions in 1 through 3 above apply to all people who enter municipal buildings and will be screened on arrival to gain entry. Additionally, all entering municipal buildings are required to wear a clean face covering, and masks will be available to anyone arriving without one.

III. General Guidance and Procedures while at Work

Social Distancing

- All persons, including employees, residents, contractors, and vendors should remain at least six feet apart to the greatest extent possible.
- Face coverings or masks to cover nose and mouth in accordance with CDC guidelines are required for all residents, contractors, and vendors.

- Face coverings or masks to cover nose and mouth in accordance with CDC guidelines are required for employees when leaving personal workspace, and social distance of 6' minimum is not possible or when interacting with the public.

Hygiene Protocols

- Hand washing or hand sanitizing supplies will be available throughout the workplace.
- Employees are urged to clean hands frequently.
- Supplies will be on hand for sanitization of high touch areas, such as workstations, equipment, doorknobs, door handles throughout work site.

IV. Other Specifics to Stop the Spread of Covid-19

1. Signage and notification will be posted relative to self-certification, social distancing, face coverings, disinfecting, and hand washing.
2. For the time being, all interaction with the public will take place by telephone, email, video conference and through mail. When appropriate precautions are taken, and it is safe for the public to enter Town buildings (which will follow the prescribed guidelines of social distancing, facemasks, etc.) the public shall not be allowed in employee only areas, and employees shall remain in the office, unless a facemask is worn and social distancing is maintained to exit the office.
3. Plexiglass barriers will be installed at building and office service counters prior to open public access.
4. All office and inter-office doors will remain closed and locked.
5. Every employee is required to have a clean face covering on their person, and must wear it whenever social distancing of 6' minimum is not possible.
6. Every office work station will have hand sanitizer.
7. Employees are not authorized to use another employee's work space or use their work implements. If it is necessary to do so, permission must be sought and the workplace or implements shall be disinfected before and after.
8. Shaking hands and other physical contact is not considered appropriate or recommended under the COVID 19 guidelines.
9. Employees are encouraged to wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
10. A "No Congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals.
11. Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing guidelines.
12. Conduct all meetings via conference calls, if possible. Do not convene meetings of more than the Governor's allowable maximum attendance (10 people allowed at the date of this plan release). We recommend the use of cell phones, texting, videoconferencing and conference calls for discussion.
13. Restrooms will be cleaned and sanitized daily and handwashing stations will be provided with soap, paper towels and waste baskets near doors.
14. All high touch surfaces will be professionally cleaned daily, including, but not limited to door handles, and counter tops.

15. Spray bottles and wipes will be available for employees to clean touch pads on copiers and printers, door handles, doorknobs and other high contact areas multiple times during the workday.
16. Styluses will be purchased and issued to employees to use on keypads, copiers, and printers to decrease human contact and reduce equipment fatigue.
17. In the lunch or break room or at work stations, employees should not share utensils or other food containers. All food should be in sealed containers.
18. Employees must maintain social distancing guidelines during meal breaks.
19. Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash your hands; if no tissue is available, cough into your elbow.
20. Avoid touching eyes, nose, and mouth with your hands.
21. If you or a family member is feeling ill, stay home. Report this to your supervisor immediately.
22. Supervisors may ask an employee displaying symptoms of illness to go home.
23. Employees should be prepared to work without reentering their regular place of work, in the event a building or office is closed or inaccessible for any reason.
24. Once buildings are again open to the public, every effort should be made by departments to request residents, contractors, and other clients to do their business through online permitting and licensing, online payment, make use of payment slots, emails and calls to setup appointments/requests for service or request. The Community Information Specialist can assist with messaging to the public in this regard whenever needed by Departments.

V. Department Building/Department Complex Specific Plans

Individual facility safety plans and reopening plans are attached to this document as Addendums. They include:

- A. Town Hall
- B. Department of Public Works
- C. Public Safety
- D. Boyden Library
- E. Council on Aging/Human Services
- F. Recreation Department

Addendum A - **Town Hall**

In addition to phased employee return to work, daily self-certification, general guidance, procedures while at work, and specifics to stop the spread of Covid-19 (all detailed in Sections I – IV of the Town of Foxborough Plan), the following shall also apply to Town Hall:

1. The Town Hall greeter desk plan will be finalized prior to public entry.
2. Clear barriers (same as elections & town meeting) will be in place with the number indicated below for the following departments:
 - a. Greeter desk 1
 - b. Administration 1
 - c. Town Clerk 1
 - d. Finance 3
 - e. Veterans Services 0 (visitors will need to make appointment since there is no counter or window)
 - f. Health 1
 - g. Planning/Conservation 1
 - h. Building Inspections 1
3. Signage at the entry and greeter desk will require visitors to answer the following seven questions in the negative to proceed any further (see further details in previous Section II):
 - a. Told to self-isolate or quarantine?
 - b. Had close contact with anyone diagnosed with COVID-19?
 - c. Short or breath or difficulty breathing within the past 24 hours?
 - d. Fatigue, muscle or body aches within the past 24 hours?
 - e. Cough or sore throat within the past 24 hours?
 - f. Nausea, vomiting or diarrhea within the past 24 hours?
 - g. Loss or change in sense of smell within the past 24 hours?
4. Building occupancy numbers will be tracked at greeter desk, not to exceed Governors maximum (currently at 44 people as of 7/1/2020, not including conference room space).
5. Chairs of Boards, Committees and Commissions, as well as other meetings will need to ensure conference room occupancy and public gatherings are within legal guidelines (currently at 10 people maximum as of 7/1/2020).
6. Social distance 6' floor markings are in place.
7. Town Hall greeter will have telephone access.

Addendum B - Department of Public Works

Procedures While at Work – General Guidance

- All interaction with the public will take place through the window at the front of the office. The public shall remain in the foyer, and the employee shall remain in the office space. The interior door will stay locked.
- Employees are not authorized to enter or touch anything in other employee's office space.
- Employees who leave their personal workspace or who are interacting with other employees shall wear a clean face covering, such as a fabric face mask, scarf, or bandana, over their mouth and nose in accordance with CDC guidelines and exercise social distancing in accordance with CDC guidelines.
- With the exception of the supervisors, field staff shall not be allowed in the DPW office. The supervisors shall wear a clean face covering when in the building.
- Shaking hands or other unnecessary physical contact is prohibited.
- Employees are encouraged to wash their hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- A "No Congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals.
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing.
- Conduct all meetings via conference calls, if possible. Do not convene meetings of no more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for discussion.
- COVID-19 safety guidelines and handwashing instructions shall be made available to employees.
- All restroom facilities should be cleaned and handwashing stations will be provided with soap, hand sanitizer and paper towels.
- All surfaces should be regularly cleaned, including door handles, laptops, etc.
- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day.
- Employees should not share utensils or other food containers.
- To avoid external contamination, we recommend everyone bring food from home
- Employees must maintain social distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands; if no tissue is available, cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands.
- To avoid sharing germs, please clean up after yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings.
- If you or a family member is feeling ill, stay home. Report this condition to your supervisor immediately.

Vehicle/Equipment/Tool Use

- All vehicles must be disinfected before and after each use. Supervisors will make every effort to keep employees in the same vehicle for each week.
- All tools must be disinfected before and after each use. Supervisors will make every effort to keep the same tools and work assignment for each week.
- Employees are not authorized to use vehicles/equipment/tools not assigned by their supervisor.

- Whenever possible, employees will drive in a single occupant vehicle. If not possible, supervisors will assign partners that will remain the same.

Work Site Risk Prevention Practices

- A supervisor shall be responsible for operating the time clock at the beginning and end of the work day. Employees shall not congregate around the time clock.
- Garage doors will be open whenever staff is in the garage and the weather allows.
- Use of eye protection (safety glasses/face shields) is recommended.
- In work conditions where required social distancing is impossible to achieve, affected employees shall be supplied PPE including as appropriate a standard face mask, gloves and eye protection.
- When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry.
- In instances where it is possible, workers should maintain separation of 6' from each other per CDC guidelines.
- Multi person activities will be limited where feasible (two person lifting activities)
- Employees must practice social distancing on the job site and limit interaction with the Public. All questions shall be directed to their supervisor.
- Staff shall not enter private residential homes or businesses, until further notice.
- The break room will be limited use. Employees shall take breaks in the field, at the work site, whenever possible. At no time shall more than two employees be in the break room at a time.
- Field staff that live in Foxborough are encouraged to utilize their homes for breaks.
- Clean all high contact surfaces a minimum of twice a day in order to minimize the spread of germs in areas that people touch frequently.

Increased Exposure Risks

- Only trained employees are authorized to enter private buildings. Appropriate PPE shall be worn.
- All mail and other items likely to have been contacted by others shall be disinfected or left undisturbed for 3 days in a labeled location before making contact. Employees shall wear gloves if they need to touch these items within 3 days.

Addendum C – Public Safety

Fire Department and Police Department staff are following guidelines in Sections II – IV, in addition to restrictions and regulations from the Massachusetts Executive Office of Public Safety and CDC.

Public Safety is taking walk-in service for permits and inspections via the telephone in the vestibule to communicate with the desk officer to ensure social distancing and the wellness of staff and visitors alike.

During Phase Zero, the Fire Marshall suspended some required inspections and permits, and it is expected they will resume during Phase One and Two of the Town's plan.

Firearm applications and interviews for new licenses are being done. Visitors to the Public Safety Building may enter the vestibule and have immediate access to an Officer through the telephone on the wall. If necessary, walk in calls for service may be processed depending on the urgency. With the Court buildings being closed, arraignments are being performed in the detention area of the Police Department via telephone.

The holding areas have been made safe through the use of negative air pressure and personal protective equipment (PPE). When bail is not met, transportation is provided to the Norfolk County Sherriff's Office for lockup.

To minimize exposure, all Public Safety vehicle high contact surfaces are being sanitized before each shift. All employees are directed to wear approved PPE when encountering people who have or may have Coronavirus. Public Safety personnel are directed to follow all CDC guidelines for law enforcement, fire and EMS employees; as well as any special orders, updates and bulletins by the Command Staff and the Executive Office of Public Safety.

Addendum D - Boyden Library

In any scenario, Boyden Library will implement the following:

- Improve hygiene procedures for cleaning and disinfecting common areas (elevator, copy machines, keyboards, circulation/reference desks, etc.).
- Allow staff to wear protective gear such as masks & gloves while managing public services.
- Protective screens at Adult, Children and Reference Desks.
- Designated line for check-outs on each floor. Place markers with six-foot increments to adapt social distancing.
- Hand Sanitizer Stations available throughout each floor
- Community Room, Fuller Conference Room and Story Time/Craft Room remain closed until further notice.
- All Library Programs (story time, concerts, etc.) postponed until further notice.
- Tutoring is suspended until further notice.
- Home Delivery suspended until further notice.
- Self-Check Machines (Adult & Children) will be available for patrons.
- Furniture will be arranged to accommodate social distancing. Seating may be removed from each floor. Furniture that cannot be removed will be blocked with caution tape.
- Limited Public Computers available. A time limit (30 minutes) for computer usage to accommodate patrons wanting.
- Possible select hours for vulnerable patrons.
- Staff workstations modified to accommodate social distancing
- Publish videos of the Library's efforts to maintain the safety of patrons and staff. Videos will be available on the Library's social media accounts and website. Publishing an article about these protocols in the Foxborough Reporter.
- If needed, reduced hours gradually easing back to normal operational hours.
- Puzzle tables, play tables, toys, puppets, kits removed until further notice.

Entrance & Exit into the Building

- Gatherings of no more than 10: Staff could enter/exit the building to obtain materials.
- Gatherings of no more than 50: Circulation desk functions would resume. Staff would monitor the number of patrons in the building. Strongly urge one family member to enter Children's Room.
- No distancing limits: No restrictions entering the building.

Holds Pickup

- Gatherings of no more than 10: Curbside pickup would be instituted. Strict social distancing between staff and patrons.
- Gatherings of no more than 50: Holds pickup at Adult Circulation Desk would resume. Strict social distancing guidelines between staff and patrons. Allow staff to wear protective gear such as masks & gloves while managing public services.
- No distancing limits: No restrictions on holds pickup. Allow staff to wear protective gear such as masks & gloves while managing public services.

Materials Handling

- Gatherings of no more than 10: Book Drops will reopen. Each item returned will be subject to a 72-hour quarantine. All items will be placed in the Community Room by date. After 72 hours, staff will retrieve items and discharge them.

- Gatherings of no more than 50: Circulation of materials would commence.
- No distancing limits: Materials handling could be handle is usual fashion, though extra protective measures (gloves) should continue.

Checkouts

- Gathering of no more than 10: Curbside pickup would be instituted. Strict social distancing between staff and patrons.
- Gathering of no more than 50: Strongly urge patrons to utilize Self-Checkout Machines. Frequent disinfecting and social distancing limitations would be instituted. Checkouts at the Adult & Children Circulation Desk would resume with strict social distancing guidelines between staff and patrons. Allow staff to wear protective gear such as masks & gloves while managing public services. A limit to one family member to checkout materials in the Children's Room.
- No distancing limits: Normal checkout would occur. Allow staff to wear protective gear such as masks & gloves while managing public services.

Programs

- Gatherings of no more than 10: Programs/Story Times will be suspended until further notice.
- Gatherings of no more than 50: Programs/Story Times will be suspended until further notice.
- No distancing limits: Boyden Library could return with a slate of programs with a hand sanitizer station available outside the entrance to the Community, Fuller and Story Time/Craft Room.

Public Computers/Internet Access

- Gatherings of no more than 10: Public Computers will not be available.
- Gatherings of no more than 50: For capacity reasons, public computers on the first floor will have strict timed (30 minutes) usage. Six computers will be available on the first floor and three in the Children's Area. Disinfectant products will be available for patrons and staff. Patrons should bring in their own headphones for the public computers. For Technology assistance, staff and patron would obey social distancing protocols. Staff encouraged to wear gloves and/or mask to assist patron.
- No distancing limits: Normal use of the Library's public computers. Disinfectant products will be available for patrons and staff. Patrons should bring in their own headphones for the public computers.

Possible Scenarios for Phased Reopening

Scenario 1: Limited Critical Services (Gatherings are limited to less than ten people).

Possible Services Offered: Curbside pickup, book drops reopened, virtual programs, assistance via email and phone

Preparation: Develop a procedure and staff schedule for curbside pickup. Secure protective gear for staff. Secure adequate amounts of disinfectant and hand sanitizer. Secure staff moving materials to quarantine location (Community Room).

Scenario 2: Reopening with Social Distancing Requirements (Gatherings are limited to less than 50 people)

Possible Services Offered: Library opened to public with strict social distancing guidelines. Staff will monitor the number of patrons entering the building. Core circulation desk functions would continue. Strongly urge one family member to enter Children's Room. Self-Checkout Machines encouraged by staff. Limited number of public computers available with a time limit.

Preparation: Determine Library hours. Create a method for staff to monitor capacity limits. Staffing schedule for Circulation & Reference desks. Develop a procedure for holds/checkouts with minimal staff contact. Encourage self-check machines to patrons. Develop a Paging schedule. Arrange computer area for adequate social distancing by removing stations. Determine whether a requirement to wear masks should be imposed on the public and/or staff.

Scenario 3: Full-Scale Reopening (No distancing limits)

Possible Services Offered: Services resume with an increased emphasis on hygiene.

Preparation: Restore all public computers and increased time limits. Open Community, Fuller and Story Time/Craft Room to programming. Reset any changes regarding due dates.

Scenario 4: Reopening followed by building closure due to a second wave of COVID 19.

Services: Library could revert to scenario one or two or full-scale closure.

Addendum E - Council on Aging/Human Services

Tape outlines will be positioned around each desk indicating 6 feet buffer zone

- A clear plastic shield will be installed above the front desk area.
- The front sliding door will become the Senior Center's primary entrance, while the rear door will become "exit only."
- Sanitizing stations will be located at the facility entrance, outside the bathrooms, and in the kitchen area.
- One desk from the outer office area will be removed and relocated to the computer room.
- Masks will be distributed to all employees
- The Senior Center has been professionally cleaned and sanitized and will continue to be cleaned on a regular basis

· Employees who leave their personal workspace, or who are interacting with other employees shall wear a clean face covering, such as a fabric face mask, scarf, or bandana, over their mouth and nose in accordance with CDC guidelines and exercise social distancing in accordance with CDC guidelines.

- Shaking hands or other unnecessary physical contact is prohibited.
- Employees are encouraged to wash their hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.

Staff returning to work Resuming Transportation & Human Service Appointments

Restarting limited programs

Return to "new" normal.

· A "No Congregation" policy is in effect. Guidelines for this policy are:

- Individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals.
- Common areas will be remaining free for clear passage
- All personal food will remain in the refrigerator in the kitchen or in the basement in employees designed
- No more than 2 individuals will be allowed in a contained office area.
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing.
- Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people.

Recommend use of cell phones, texting, web meeting sites and conference calls for discussion.

- All restroom facilities should be cleaned and sanitized after each use. It is recommended that employees use provided hand sanitizer prior to and after utilizing the restroom.
- All common and meeting areas are to be regularly cleaned and disinfected at least once a day.
- Employees should not share utensils or other food containers.
- Employees must maintain social distancing separation during breaks and lunch.
- Employees are not authorized touch anything in another employees work space.
- Cover coughing or sneezing with a tissue, then throw the tissue in your personal trash can, and wash hands; if no tissue is available, cough into your elbow. Personal trash can will be emptied by each employee daily.
- Avoid touching eyes, nose, and mouth with your hands.
- To avoid sharing germs, please clean up after yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings.

- If you or a family member is feeling ill, stay home. Report this to your supervisor immediately.
- All visitors wishing to gain access to the Foxborough Senior Center must provide their name, nature of business, and a self-certification that they have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours and have not had “close contact” with an individual diagnosed with COVID-19. The determination of visitor entry will be left up to the supervisor or a designee.

- Employees who leave their assigned vehicle, or who are interacting with other employees shall wear a clean face covering, such as a fabric face mask, scarf, or bandana, over their mouth and nose in accordance with CDC guidelines and exercise social distancing in accordance with CDC guidelines.
- Shaking hands or other unnecessary physical contact is prohibited.
- Employees are encouraged to wash their hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- All vehicles must be disinfected before and after each use
- Employees are not authorized to use vehicles not assigned by their supervisor.
- In cases where employees are authorized to transport members of the public, passengers will adhere to the following guidelines enforced by the driver.
 - Car passengers will remain behind clear plastic shield in the rear seat.
 - Van passengers will remain behind clear plastic shield in 1 of 2 available seats.
 - Passengers will not require physical assistance entering or exiting the vehicle.
 - Passengers will be required to wear a clean face covering, such as a fabric face mask, scarf, or bandana, over their mouth and nose in accordance with CDC guidelines and exercise social distancing in accordance with CDC guidelines.
 - The van driver should exit the vehicle and remain near the driver door while passengers are entering/exiting the vehicle to minimize exposure.
 - Passengers are expected to be able to properly restrain themselves without assistance from the driver.
 - The number of passengers will be limited to allow for 6 feet separation between individual passengers as well as the driver.

Addendum F - **Recreation Department**

Until such time that guidelines for Playgrounds and Recreation Programs are finalized by the State, the following temporary guideline is in place for the Recreation Department.

Employees are encouraged to wash hands frequently. All interactions, group meetings, lunch, will be conducted using social distancing guidelines. Masks will be worn whenever safe social distancing guidelines cannot be achieved.

The Office will remain closed to the public until such time that the phased reopening guidelines allow for Office Hours to resume. Until such time, any conversations with the public will be made by telephone, cell phone or by electronic conferencing techniques. Some limited interaction may occur outside the Office but will be conducted using appropriate social distancing guidelines. The bathroom will remain closed to the public until Office hours resume (Phase Four).

Sanitizing and cleaning products will be placed in facilities as needed but will always be available in the bathrooms and at the kitchen sink for personal hygiene use and for the cleaning of surfaces after any contact.

The opening of the Mill Street Recreation Hall and Chapel will depend on authorized capacity and gathering sizes. Rental of these buildings will remain suspended at least through Phase One. As the State Approved Occupancy level increases a determination will be made after consultation with the Board of Health is made to discuss the opening of rentals. Guidelines for the rental of buildings or facilities in the post Covid-19 era will be developed prior to any rentals being finalized.

Mail will be picked up by personnel wearing gloves. Any shared surfaces, office equipment and high touch objects/areas will be wiped down after use for the next person. Gloves will also be available for use with the office copier.

Addendum G – Memorial Hall (Historical Commission)

1. Signage at the entry will require all who enter to answer the following seven questions in the negative to proceed any further (see further details in previous Section II):
 - a. Told to self-isolate or quarantine?
 - b. Had close contact with anyone diagnosed with COVID-19?
 - c. Short of breath or difficulty breathing within the past 24 hours?
 - d. Fatigue, muscle or body aches within the past 24 hours?
 - e. Cough or sore throat within the past 24 hours?
 - f. Nausea, vomiting or diarrhea within the past 24 hours?
 - g. Loss or change in sense of smell within the past 24 hours?
2. Building occupancy and gathering numbers not to exceed Governors maximum.
3. Social distance guidelines will be followed
4. Planned opening will be either in Phase III or IV, with a date to be announced when it is safe to do so.

Established
May, 2020

Revised
July 1, 2020