



## TOWN OF WAITSFIELD

### Phase I – Town Office Reopening Plan (starting June 1, 2021)

- a. **No more than three “visitors” in the Town Office at any time.**  
The three visitor spaces will be: one at the counter, one in the lobby (where marked and under the stairs), and one by the back door. This leaves room for one visitor, one researcher, and all four Town Office employees to share the space while maintaining distances of six feet or greater. Visitors are primarily members of the public “dropping in” to the Town Office to take care of quick business, distinguished from researchers who have made an appointment and have a designated work space.
- b. **Researchers will still be required to make an appointment to access the land records vault.** Research times will remain the same (10:00am – 3:00pm, Monday through Friday). Research appointments can be made in 30 minutes blocks.
- c. **All visitors and researchers are required to wear masks (or other coverings over the mouth and nose) while in the Town Office.**
- d. **Signage will be hung that directs one where to stand.** Staff will either lock the door when capacity is reached (to prevent entry temporarily – the door unlocks when someone exits the building) or post a staffer outside until there is an open space inside.
- e. **The Town generally encourages individual visitors only to the Town Office,** except in cases where a marriage license is sought. For marriage licenses, access is limited to the couple.
- f. **When at the counter, a visitor will stand where marked.** Staff will remain at workstations to the extent practicable.
- g. **Signs will be posted at various points (similar to the ones at each door) announcing that admittance is not possible to those experiencing the symptoms of COVID-19.**
- h. **Staff will wipe the counter and other common surfaces with a sanitizing wipe as often as possible or necessary.** During peak periods of activity this may occur in 30-minute increments. Staff may temporarily close the offices for the purposes of sanitizing surfaces.
- i. **Access to the Planning and Zoning office will continue to be primarily by telephone or email.** Appointments may be made if needed and will occur in the conference room on the second floor to ensure social distancing is maintained and avoid a capacity issue in the first-floor service area.
- j. **Transactions by mail and use of the drop boxes are still highly encouraged.**
- k. **Rental of the town Conference Room may resume, pending assurance that all “Vermont Forward” guidelines are being met.**
- l. **Bathrooms at the Town Offices will remain closed to the general public.** Again, this is to minimize contact points and facilitate better compliance with public health standards for employees.
- m. **Windows will be opened when possible to ensure adequate circulation of air.** At the garage, the windows may be augmented by opening the garage doors.

- n. **There is no public access to the building and grounds used by the Road Department on Tremblay Road.**
- o. **Decisions on whether or not to require masks at the Joslin Memorial Library shall be made by the library's Board of Trustees.** Though the Town owns the building, the Trustees are responsible for its safe and efficient operation. This includes the decision to adopt a mask standard that is stricter than that adopted by the Town.
- p. **At all times the State's "Universal Guidance" standards shall be met unless the Town has outlined more restrictive guidelines.**
- q. **Notary services may be offered by appointment to be managed by the Town Clerk,** who will prioritize the completion of statutory tasks over notary services (which are not a statutory requirement).
- r. **Town Boards & Commissions may proceed with a hybrid model of in-person meetings, allowing for Board/Commission members to meet in person (if they are comfortable) in the conference room provided that all Vermont Forward guidelines are met.** Meetings will still be hosted on the remote Zoom platform and all public participation shall be via Zoom.

*The Phase I plan will be reevaluated by the Selectboard on July 12<sup>th</sup>.*