



TOWN OF WAITSFIELD

Covid-19 Protocol for Town Hall, Town Office, General Wait House, and Town Garage (starting August 17, 2021, amended on March 14, 2022 and March 28, 2022)

- a. **This policy shall be triggered by a CDC Covid-19 “Community Level” categorization of “High” Covid-19 in Washington County, VT as per the CDC Community Level metrics.**
Details can be found here: https://covid.cdc.gov/covid-data-tracker/#county-view?list_select_state=Vermont&data-type=Cases&list_select_county=50023
- b. **All employees, visitors, and researchers at Town Hall, the Town Office, and the General Wait House shall be required to wear masks,** regardless of vaccine status, unless medically unable. Children younger than 2 years old are not expected to wear masks. If an employee, visitor, or researcher is unable to wear a mask, contact town staff to determine an alternative option for providing town services.
- c. **All employees shall be required to wear masks at the Town Garage and when using Town vehicles if two or more staff are in the vehicle together,** regardless of vaccine status, unless medically unable. Staff may remain unmasked if operating town vehicles independently. Visitors are not allowed at the Town Garage at this time. If an employee is medically unable to wear a mask, alternative protocols shall be discussed with the Town Administrator and the Selectboard.
- d. **The Town generally encourages limited visitors at one time into the Town Office.**
- e. **Staff will use plastic guards/shields when providing services to visitors at the front desk.**
- f. **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.**
- g. **Staff will wipe the counter and other common surfaces with a sanitizing wipe as often as possible or necessary.**
- h. **Rental of the town Conference Room may resume, so long as the guidelines of this policy are being met.**
- i. **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.
- j. **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.
- k. **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).