



TOWN OF READFIELD – Town Manager

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Date: March 27, 2020
To: Town of Readfield Select Board, Staff, Volunteers, and Residents
From: Eric Dyer, Town Manager
Subject: Coronavirus / COVID-19 Preparedness and Response - Update 1

The Coronavirus situation is changing daily and will continue to do so. We are working to keep municipal services operating as fully as possible. To do so we need diligence on the part of municipal staff and volunteers, and cooperation and patience from the public. To date the response has been exceptional and on all counts and is truly appreciated. We are all taking responsibility for ensuring that our community remains safe and healthy. Much of what is presented below is already being implemented. Even so, additional measures and changes may be put in place as necessary or prudent.

Community Needs and Volunteering:

If you have a need or know someone with an unmet need during this crisis please reach out to us and we will work to ensure that community needs are met. We are actively organizing errand assistance for those at risk of exposure or self-quarantined, to pick up groceries, food bank orders, pharmacy, and other needs.

- Those needing assistance, or aware of a need, should contact the Town Office at (207) 685-4939 or [Sign Up Online to Request Assistance!](#)
- Volunteers may contact the Town Office at (207) 685-4939 or [Sign Up Online to Volunteer!](#)

Public Meetings and Communication:

- Phone and email are still the best way to reach municipal staff and appointed and elected officials. Call the Town Office or visit the website for this information.
- Use of the municipal website is expanding to support the flow of information. It is located at www.readfieldmaine.org. Sign up for [E-Alerts](#) to get important news and updates.
- Wherever possible we are continuing to hold public meetings and hearings using available technology. We are primarily utilizing Zoom and teleconference services.
- Public access to meetings is currently limited to remote participation only (phone or web).
- Each Board or Committee should determine if and how they want to engage each other and the public while complying with open meeting laws and the recent changes to allow for “remote participation” of elected or appointed individuals and members of the public.
- During the past week we have held successful remote meetings with many participants.
- Participants in these meetings, and those interested in attending, listening, or watching should look for web conference and teleconference links and instructions on their meeting notices and agendas. This information is required to be public so the public can be engaged.
- We now have an online comment form that can be used along with traditional phone and email to reach out on any matter of public interest. <https://www.readfieldmaine.org/select-board/webforms/public-meeting-and-hearing-comment-form>.
- Meetings that were previously recorded and/or broadcast will continue to be.

Municipal Staffing / Social Distancing:

- Aggressive daily cleaning of surfaces and devices will continue.
- Staff are expected to stay home if they are sick, practice recommended hygiene regularly while at the office, and touch-up (clean) their workstations as they see fit.
- We will have no more than three employees in the Town office at any time.
- Employees who share offices will not be physically in them at the same time
 - CEO and Assessor
 - Maintenance Employees
 - Front Counter (only one desk in operation at a time, use of printer is ok)
- Meetings and discussions must take place a minimum of six feet apart and “closed door” meetings should happen in the conference room or second floor.
- The following work location schedule is being put in place for administrative employees:

| Work Schedule (Home and Office) | | | | | |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Assessor | Home | Home | Home | Home | Office |
| CEO | Office | Home | Home | Home | Home |
| Collections Clerk | Office | Home | Office | N/A | Office |
| Finance Officer | Home | Home | Home | Office | Home |
| Librarian | TBD / Library | TBD / Library | TBD / Library | TBD / Library | TBD / Library |
| Town Clerk | Office | Office | Office | Home | Home |
| Town Manager | Home | Office | Office | Office | Office |

- The Librarian will be the sole person (staff or volunteer) to access or utilize the Library building while it is closed to the public, and will work from the Library building, or the Town Office as necessary to support priority administrative functions.
- Maintenance staff are expected to work outside of the office as much as possible and perform any administrative work before other staff arrive (7:30-8:30am).
- Public access to the Town Office is limited to appointments only. The doors to the building will be locked, and staff will let people into the building for their appointments.

Transfer Station:

- If residents or someone in their household is sick or under quarantine they are requested to stay home and bring their waste at a later date.
- Residents should avoid coming during peak demand times (Tuesday mornings and Saturdays).
- There are now Senior Hours for residents over the age of 65 on Thursdays from 10-2.
- Only three vehicles are allowed in the unloading area at a time.
- Everyone must stop at the attendant booth to get instructions and pay for any fee items.
- Residents are encouraged to pay with exact cash or write a check (so they don't have to make change out of the cash box).
- Used tissues, wipes, paper towels, latex or rubber gloves, or other protective / used cleaning supplies are not allowed in the recycling. Please put them in the trash!
- Attendants will not be handling bagged waste or assisting with unloading.
- It's hard, but meet-and-greets should be avoided to help traffic move quickly.

Fire and Rescue:

- A tremendous amount of planning and preparation is happening in this area.
- Open burning is prohibited for the time being.