



TOWN OF READFIELD – Town Manager

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Email: manager@readfieldmaine.org

Date: Sunday, March 15, 2020
To: Town of Readfield Select Board, Staff, Volunteers, and Residents
From: Eric Dyer, Town Manager
Subject: Coronavirus / COVID-19 Preparedness and Response

General:

- **We have a plan in place, but it will change out of necessity.**
- We will look for direction from State and Federal health agencies, and other municipalities, as to when we would move to a different approach.
- We have developed a [resource page](#) on the town website and have shared this on our Facebook page. It will be regularly reviewed and updated. (Page Attached)
- Being a public health issue the town has limited available resources but will assist with the organizational / operational support of other agencies to the fullest extent possible.
- If the need arises, we will utilize the [Emergency Operations Plan](#) and work with KCEMA and other agencies to provide information and services. **Municipal Officials and Staff are requested to review the EOP.**

Staffing, Closures, and Meetings:

- **The Readfield Public Library is closed until further notice.**
- Staff are expected to come to work unless they are sick or a family member is sick, then they will be requested to work from home. Staff will be paid as long as they are working, and will use sick time if they or a family member are sick. If sick time is exhausted we will look at options to ensure staff are paid.
- Staff are requested to limit in-person meetings and avoid close contact.
- **Residents are requested to avoid conducting business in-person at the Town Office.** Please call or email, or utilize [online services](#). If we have a need to close the Town Office to the public we will redirect residents to our [online services](#) – nearly everything we do in the office can be done online.
- Maintenance staff will continue to work, mostly on open-air projects.
- **The Transfer station will continue to operate as an essential service**, with modifications to the cash handling and personal space buffers.
 - **All vehicles must stop at the attendant booth**, will receive instructions, and only three vehicles at a time will be permitted in the unloading area. If residents have fee items they will be told the fee and the booth attendant will offer to issue a receipt by mail.
 - Fees will be deposited in a cash box attached to the attendant booth.

- Staff will not handle waste brought in by residents unless delivery to a special waste area is required.
- We will be utilizing staff time generally to assist with the distribution of information related to the issue and meeting interim needs as a priority.
- **Small group (board, committee, commission) meetings will continue with the use of technology (email, phone, videoconference) whenever possible, and are to be postponed if not.**
 - The Town has Zoom and Skype accounts for group meetings
 - The Town will set up a teleconference account
- In-person meetings will be limited to critical needs (Select Board, Emergency Response).
- **Gile Hall is not open to private groups or individuals for rentals until further notice.**