



TOWN OF READFIELD – Town Manager

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Date: August 7, 2020
To: Town of Readfield Select Board, Staff, Volunteers, and Members of the Public
From: Eric Dyer, Town Manager
Subject: Coronavirus / COVID-19 Preparedness and Response - Update 3

Through the late spring and summer the Town of Readfield has found success with the safe reopening of our institutions and services. This has been supported by positive health trends within the state, the efforts of our municipal staff and volunteers, and the cooperation of our residents and visitors. Thank you! Most recently, funding has come through in the form of a \$28,000 Keep ME Healthy Grant to help extend and expand our efforts to curb the spread of the virus through the end of October. The update below summarizes our action plan through this same time period, with any highlights in bold. As always, additional measures and changes may be put in place as necessary or prudent.

Town Office:

- Regular daily cleaning of surfaces and devices will continue.
- **The Town Office is fully open to the public for regular business hours.**
- **Exclusive “Senior Hours” for members of the public over the age of 65 or with special medical considerations are on Thursdays from 10-2. Those not meeting these criteria will not be served as they may pose a risk to more vulnerable members of the public.**
- Staff and members of the public are expected to stay home if they are sick.
- Staff are expected to practice recommended hygiene regularly while at the office, and maintain the cleanliness of their work areas throughout the course of the day.
- **Staff will work their regular schedules from their usual work locations (no more scheduled work from home days).**
- **Staff must wear a face covering in any public area, office they are not alone in, or area where social distancing can't be maintained.**
- Public access to the Town Office will be limited to two customers in the lobby and two in the entryway. Additional customers may be in private offices with Staff (with proper precautions).
- **All members of the public must wear a face covering or make alternative arrangements for service. No exceptions.**
- Staff and members of the public will enter through the main doors and exit through the back of the building.
- The first floor restroom is reserved for members of the public; the second floor restroom is reserved for Staff.
- **Rental / use of the 2nd floor will be permitted once per day for up to 25 people. Due to the need for intensive cleaning the deposit fee will not be refundable as it was in the past.**

Transfer Station:

- Existing physical distancing and safety protocols will remain in place.
- Staff and members of the public are expected to stay home if they are sick.
- **Members of the public are encouraged to avoid peak times (Tuesday a.m. and Saturdays). Sunday hours have been added from 8-12 through Labor Day weekend to reduce congestion.**
- **Exclusive “Senior Hours” for members of the public over the age of 65 or with special medical considerations are on Thursdays from 10-2. Those not meeting these criteria will not be served as they may pose a risk to more vulnerable members of the public.**
- **Staff are required to wear a face covering in all areas where social distancing is not possible and carry a covering with them at all times.**
- **All members of the public must either maintain social distancing or wear a face covering, or make alternative arrangements for service. No exceptions.**
- 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.
- Plastic film is still not being accepted at the facility.
- **Public meet-ups and socializing are prohibited.**

Readfield Beach

- **Staff are required to wear a face covering in all areas where social distancing is not possible and carry a covering with them at all times.**
- **Members of the public are required to either maintain social distancing or wear a face covering. Exceptions to this rule apply only to family groups of less than 10 people.**
- Up to 100 members of the public may use the beach (with valid passes) at the same time.
- **Beach rentals are permitted for groups of up to 25 people once per day.**

Public Meetings and Communication:

- Phone and email are still the best way to safely reach municipal staff and appointed and elected officials. Call the Town Office or visit the website for this information.
- **The town website continues to be an excellent resource. It is located at www.readfieldmaine.org. Sign up for [E-Alerts](#) to get important news and updates.**
- **In-person meetings of up to 25 people are permitted on the 2nd floor of Giles Hall (with proper social distancing and face coverings) once per day. All in-person meeting attendees are required to socially distance and wear a face covering. If they are not able to do so they are welcome to submit comments and questions in writing or electronically, participate remotely if this option is offered, and to review minutes and other meeting records.**
- Those interested in attending, listening, or watching remotely should look for web conference and teleconference links and instructions on their meeting notices and agendas.
- Thorough cleaning will occur between all public meetings.

Community Needs and Volunteering:

- To date several volunteers have responded to various community needs - thank you!
- Volunteers may contact the Town Office at (207) 685-4939 or [Sign Up Online to Volunteer!](#)
- **Those needing assistance, or aware of a need, should contact the Town Office at (207) 685-4939 or [Sign Up Online to Request Assistance!](#)**