



TOWN OF READFIELD – Town Manager

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Date: October 9, 2020
 To: Town of Readfield Select Board, Staff, Volunteers, and Residents
 From: Eric Dyer, Town Manager
 Subject: Coronavirus / COVID-19 Preparedness and Response - Update 4

COVID-19 has quickly made a significant comeback in Maine, including the emergence of “community spread” which has not been a factor in the past. This has led to more stringent State rules and advisories. In order to do our part to keep residents and staff safe, and curtail the spread of the virus, the Town of Readfield will be re-implementing a number of precautionary measures from this spring and making a few additional changes. We cannot reliably offer services if staff get sick, and we do not want our residents to get sick. Please help us all stay safe! This update summarizes our action plan through December 31, 2020, with an effective date of November 12, 2020.

Municipal Staffing / Town Office:

- Aggressive daily cleaning of surfaces and devices will continue.
- **The Town Office will be open by appointment only** - please call ahead to schedule an appointment. Residents are requested to avoid conducting business in-person at the Town Office. Please call or email, or utilize our many [online services](#).
- **All residents must wear a face covering while in the Town Office or make alternative arrangements for service.** Town Staff are available to assist with this process.
- Town Office “Senior Hours” for residents over the age of 65 or with special medical considerations will continue, by appointment, on Thursdays from 10-2.
- Staff are expected to stay home if they are sick, practice recommended hygiene while at the office, and clean their workstations regularly.
- **No more than four municipal employees will be allowed in the Town Office at any time, and no more than eight total building occupants.**
- **Employees must wear a face covering in any office they are not alone in with a closed door. Masks must be worn in all public areas, including the front office, at all times.**
- 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).
- The Library will be open for curbside service or by appointment only.
- The following modified work schedule is being put in place at the Town Office:

Town Office Modified Work Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Assessor	N/A	N/A	N/A	N/A	Office
CEO	N/A	Office	N/A	Office	N/A
Collections Clerk	Office	Office	Home	Office	Office
Finance Officer	Home	Home	Office	Home	Home
Maintenance	TBD	TBD	TBD	TBD	TBD
Town Clerk	Office	Home	Office	Office	Home
Town Manager	Office	Office	Home	Home	Office

Transfer Station:

- **All residents must wear a face covering while at the Transfer Station or make alternative arrangements for service.** Town Staff are available to assist with this process.
- All other existing physical distancing and safety protocols will remain in place.
- Residents are requested to stay home if they are sick and to avoid peak demand times (Tuesday mornings and Saturdays).
- 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).
- Residents must stop at the attendant booth to get instructions and pay for any fee items.
- “Senior Hours” for residents over the age of 65 or with special medical considerations will continue on Thursdays from 10-2.
- **Transfer Station staff are required to wear a face covering at all times** when not in a building or office alone with a closed door.
- Attendants will not be handling bagged waste or assisting with unloading.
- 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.
- Public meet-ups and socializing are prohibited.

Public Meetings and Communication:

- **We are returning to remote meetings exclusively.** No in-person Board, Committee, or other group meetings will occur at the Town office.
- Those interested in attending, listening, or watching public meetings and proceedings remotely should look for web conference and teleconference links and instructions on meeting notices and agendas. **This information is required to be public so the public can be engaged.**
- 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.
- **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.**

Community Needs and Volunteering:

- 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!](#)