



TOWN OF READFIELD – Town Manager

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Date: February 12, 2021
To: Town of Readfield Select Board, Staff, Volunteers, and Residents
From: Eric Dyer, Town Manager
Subject: Coronavirus / COVID-19 Preparedness and Response - **Update 5**

In November we reinstated a number of precautionary measures in advance of what became a large spike in COVID-19 activity. Now, some three months later, we have finally seen a sustained decline in this activity. We are modifying our response accordingly and working to improve the services we provide while maintaining a safe and healthy environment for residents and staff. The decline in COVID-19 cases can be attributed to several factors and high among these are the vigilance and sacrifice of individuals and families. Be safe, be responsible, and please help us continue to find success in the months ahead! We recommend that those eligible for vaccination get vaccinated. Many of our older residents and most of our dedicated fire department volunteers have already taken this step. Municipal staff will be encouraged to do the same when they become eligible. Our first COVID-19 update was issued on March 15, 2020. This update summarizes our action plan through March 28, 2021, with an effective date of February 15, 2021.

Municipal Staffing / Town Office:

- Aggressive daily cleaning of surfaces and devices will continue.
- **The Town Office will once again be open to the public without an appointment!** However, residents are still being requested to avoid conducting business in-person if possible and to call, email, or utilize our many [online services](#) as an alternative. A maximum of four residents will be allowed in the entry and lobby at any one time, 6' apart.
- **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 on Thursdays from 10-2. No appointment required.
- 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 six municipal employees will be allowed in the Town Office at any time, and no more than ten total first floor occupants** (up from four and six respectively).
- We are hiring a part-time administrative support staff person on a temporary basis to help address a work backlog that has built up over the past few months of constrained activity.
- **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 modifying their schedule and occupancy periodically as they deem appropriate.
- The following modified work schedule is being put in place at the Town Office:

Town Office Modified Work Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Admin. Assistant	N/A	Office	N/A	Office	Office
Assessor	N/A	N/A	N/A	N/A	Office
CEO	N/A	Office	Office	Office	N/A
Collections Clerk	Office	Office	Office	Home	Office
Finance Officer	Office	Home	Office	Office	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 will continue with remote meetings as a primary mode, but will once again allow in-person Board and Committee meetings at the Town Office.** No private rentals.
- **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.** All in-person meeting attendees must sign in for contact tracing purposes.
- 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.
- 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!](#)