



TOWN OF READFIELD – Town Manager

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Date: May 19, 2021
To: Town of Readfield Residents, Staff, Volunteers, and Select Board
From: Eric Dyer, Town Manager
Subject: Coronavirus / COVID-19 Preparedness and Response - Update 6

Our first COVID-19 update was issued on March 15, 2020, fourteen months ago. I want to thank all of our staff and residents for their support of each other since that time. Your collective diligence and sacrifices have helped to curtail the spread of the Coronavirus, kept important municipal services functioning, and saved lives within our community. Vaccination is the most effective way to continue this support and I encourage everyone who is able to be vaccinated to do so. For those of you who have already been vaccinated, thank you for your willingness to protect yourselves and your friends, neighbors, families, and coworkers. We have come a long way and are now able to begin the process of returning to some semblance of normalcy. This update summarizes our action plan as we enter the 2021 summer season, effective immediately unless otherwise noted.

Municipal Staffing / Town Office:

- Daily cleaning of surfaces and devices will continue, with responsibility of workstation cleaning assigned to each employee.
- The Town Office will continue to be open to the public without an appointment during regular business hours. Residents are still being requested to utilize our many [online services](#) as a convenient alternative to coming by the office.
- Effective May 24th all vaccinated residents and staff will no longer be required to wear masks while in a public space at the Town Office. Unvaccinated residents and staff must continue to wear a face covering.
- Town Office “Senior Hours” for residents over the age of 65 or with special medical considerations will be ending effective May 24th.
- Staff are expected to stay home if they are sick, practice recommended hygiene while at the office, and clean their workstations regularly.
- Effective May 24th there will no longer be a limit on the number of municipal employees or residents allowed in the Town Office.
- There will no longer be a modified work schedule at the Town Office.

Transfer Station:

- Customers are no longer required to wear masks at the Transfer Station. Effective May 24th, vaccinated staff are no longer required to wear masks at the facility. Unvaccinated staff must continue to wear masks.
- “Senior Hours” for residents over the age of 65 or with special medical considerations will continue on Thursdays from 10-2.
- Staff 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 Meetings and Communication:

- We will begin returning to in-person board and committee meetings as a primary mode, but will make significant efforts to continue to offer virtual participation options, recognizing that these hybrid meeting can be technologically challenging.
- 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.
- Effective May 24th we will return to full capacity on the 2nd floor of Giles Hall (approximately 100 people).
- Public rentals of the 2nd floor of Gile Hall will be once again be allowed effective May 24th, with the addition of a non-refundable \$25 cleaning fee for all users.
- The Readfield Beach is once again available for rentals for special events.
- Phone and email are still the best way to reach municipal staff and appointed and elected officials. Call the Town Office at 685-4939 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.

Volunteers and Volunteering:

Thank you again to all of those individuals who stepped forward to help their friends and neighbors during the last fourteen months. Organized and unorganized volunteers assisted with making trips to the store, helping with daily tasks, and in many cases just providing someone to talk to when the world got a lot smaller for people that may have already been isolated. I hope and expect that many of the relationships and support structures that have been built will continue. Volunteerism is alive and well in Readfield and I encourage anyone with an interest in giving back to their community and those who might need assistance to contact the Town Office or visit the website to learn more!