June 3, 2020
Town of Egremont
COVID-19 Re-opening plan for Town Hall

All employees must Self-Certify prior to working.
Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.

Hand sanitizer, wipes, germicidal cleaner, Lysol, gloves, masks, and a thermometer are all available for your use at the Town Hall.

- Town Hall doors will remain locked. Members of the public are required to make an appointment with the department they need to see. If possible please try to conduct your business without entering Town Hall.
- Everyone must wear a face covering when conducting business, unless there is a medical reason not to. All members of the public must wear their face covering while in the building, unless there is a medical reason not to.
- Members of the public will enter Town Hall at the handicapped entrance on the East end of the building and exit at the front door on the North side of the building thus maintaining one way traffic in the hallway.
- All persons entering the building must sanitize hands upon entering and exiting the building. Hand sanitizers are stationed near each door.
- Entry will be limited to 5 members of the public at a time, which equals one in each of the offices staffed. Others shall wait at least 6’ from the entry door.
- The only offices to be staffed regularly are the Office Administrator, Town Hall Office Clerk, Treasurer/Collector, Town Clerk, Board of Health, Council on Aging. The Assessor’s office may have one Assessor staffing the office for appointments only.
- No handshaking.
  - In an effort to avoid face to face meetings, personal zoom meetings can be scheduled or phone calls made.
  - All meetings will continue to be conducted via zoom meeting and/or conference calls, if possible. Do not convene face-to-face meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion. If a face to face meeting of a town board or committee is required it must be conducted in conformance with social distancing and face coverings are required.
  - All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
  - All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day, upon arrival and prior to leaving.