TOWN HALL REOPENING GUIDELINES
The building is open for regular office hours beginning on June 9 (Town Clerk/Tax Collector); June 18 (Permits, Assessing, Selectmen’s office); July 1 (Planning Board, Human Services). The Selectmen reserve the option to re-close the office if a resurgence of the COVID-19 virus indicates it is necessary for public safety. The following guidelines will apply until further notice:

Public Access:

- All members of the public entering the building must wear a cloth face mask at all times. Employees have been instructed to not serve anyone not wearing a mask.
- All members of the public must maintain safe distancing (6 feet) from others in the building.
- Signage on the doors is provided for information about who should not enter the building.
- Appointments are preferred for Planning Board matters and required for Human Services matters.

Employee Guidelines:

- Employees must wear cloth face masks while in public areas, i.e. hallways, where members of the public are present. Masks are also required in office areas if others are present and safe social distancing cannot be maintained.
- Upon entering the building each day, employees must take their temperature and fill in the questionnaire in the break room.
- Employees must regularly clean and disinfect their work area.
- Employees are not to come to work if they feel ill or have been exposed to Covid-19.
- Vulnerable employees or those who have traveled out of state and need to self-quarantine may work from home or in staggered shifts, where practicable.

Meeting Guidelines:

- To mitigate exposure, all meetings should be conducted, or made available, by phone or computer conferencing applications when possible.
- In person meetings should be limited, and attendees should maintain a safe distance of at least 6 feet from others at all times. Access must be offered through electronic means for those unable or unwilling to attend in person.
- If safe social distancing cannot be maintained, use of face masks is strongly encouraged.
- Individual Boards and Committees may adopt stricter safety measures (i.e. requiring masks at all times) at their discretion, as dictated by their membership’s needs or preferences.
- Meetings must adhere to Governor Sununu’s Emergency Order #12.

Adopted July 20, 2020