

Town of Duxbury, Massachusetts

OFFICE OF THE BOARD OF SELECTMEN AND TOWN MANAGER



TO: Town Department Heads, Supervisors and Employees
FROM: Rene' J. Read, Town Manager
DATE: March 19, 2021
RE: Re-opening and other COVID-19 Information

On Monday, April 5, Town Hall and Old Town will re-open to the general public allowing foot traffic back into the offices. All Town Hall employees are expected to return to work in their respective offices on that date. In anticipation of this re-opening, the Town has prepared work spaces, mounted doorbells, posted required safety protocols, installed plexi-glass barriers, adjusted cleaning efforts, secured cleaning/sanitizing supplies, provided each department with gloves, hand sanitizer and anti-bacterial wipes. If your office needs any hand sanitizer, wipes or other PPE products, please contact Steve Burns or Brian Cherry. In addition to the forgoing, the following measures are being taken and will be in place upon re-opening:

Masks will be required of all patrons visiting the offices at all times

Visitors will be required to maintain a social distance of six feet (6') from other persons. Floors have been marked with decals indicating proper social distance.

No more than ten (10) visitors may be on a floor at any time. Keeping count of the number of patrons visiting Town Hall will be up to both the patrons and the staff to help ensure compliance.

For those offices where patrons may need to sign documents, if they do not have a pen of their own, each office should keep a set of "clean" pens for their use and wipe them down after each use.

The following signage will be on the entrance doors notifying the public of mask requirements (#1) and on the restroom doors where internal capacity is limited (#2):

#1



#2



Although visitors may enter the building during normal business hours, we strongly encourage on-line transactions and pre-scheduled appointments to help ensure capacity requirements. Finally, meetings should continue remotely to reduce density in the office.

If you have any concerns or questions, please let me know.

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The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.