COVID-19 REOPENING THE TOWN OF CHESHIRE PLAN

May 22, 2020
# REOPENING THE TOWN OF CHESHIRE PLAN

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The Town of Cheshire is committed to ensuring as safe an environment as possible for employees and residents as facilities return to full staffing and are re-opened to the public during the ongoing COVID-19 public health emergency. This plan addresses when and how Town facilities and programs will open and operate in the current pandemic environment. This plan is subject to change in response to the evolving situation.

**Phase 1 – Resumption of Full Onsite Staffing**

Town facilities, and even offices within a facility, have differing timelines and operational processes and needs; these are addressed in this plan. The following precautions apply to the entire organization and are based upon recommendations of the Centers for Disease Control (CDC), Governor Lamont, the Connecticut Department of Health, Chesprocott, and OSHA.

- Employees are instructed to return to work for their regular work hours at their assigned locations on the date indicated below for their facility, in order to provide the highest level of service to the public. Employees who have been encouraged to work from home when possible, with appropriate measures put in place to facilitate working remotely, are asked to return to work unless they are able to successfully perform their jobs remotely, receive written permission from their department head and the Town Manager to continue to work remotely, and submit a detailed weekly work plan.

- Accommodations for employees in high risk groups and over the age of 65 will be made on a case-by-case basis.

- Offices may stagger start times, break times, and meal breaks to minimize contact among employees, in coordination with other offices in the same facility. Offices must maintain logs to record when employees are present in a facility to support contact tracing.

- Offices must rearrange space to maintain six feet distance between employees. Desks should be placed so employees can avoid sitting opposite each other. This may include keeping desks empty or marking desks that should not be used.

- Use partitions between employees where six feet distancing cannot be maintained. Where possible, designate workspace areas as discrete and prevent movement between zones, and close spaces where employees may congregate or that are non-essential to the Town’s main function such as coatrooms.
• Visual social distancing markers will be installed before reopening to the public to instruct employees and visitors to remain six feet apart in areas where employees or visitors may congregate or queue in hallways, lobbies and work space areas. In hallway areas that are not wide enough to accommodate the six foot distance, it is critical that face coverings are worn, and employees are encouraged to step into an office to let another employee or visitor pass.

• Signage will clearly delineate social distancing and traffic flow, personal protection protocols (face masks, gloves), cleaning and disinfection protocols, and directions for employees experiencing symptoms or who have had contact with a COVID-19 positive individual.

• Public areas will have a restricted capacity. In Town Hall, bathrooms and the mail room are limited to one person at a time. The employee lounge is limited to two seated (at separate table or across a table with a partition in between) and one standing.

• Elevators are limited to one passenger whenever possible; use of a stylus or pencil eraser to push the buttons is recommended. Use of stairs is encouraged if possible.

• Employees are encouraged to use alternate exits to avoid congestion in main entrance areas.

• Personal protection equipment (PPE) shall be provided to employees by the Town. Requests for PPEs, disinfectant wipes and sanitizer should be directed to Emergency Management Director Jack Casner or the Town Manager’s office. The Emergency Management Director shall coordinate the inventory, with Public Works and other departments assisting in purchasing necessary equipment. All purchases must be charged to the COVID expenditure account 10220-5710 so the Finance Department can track them for FEMA and other reimbursement grants.
  o All employees are required to wear a face mask or other cloth face that covers the nose and face completely unless doing so is contrary to the employee’s health or safety due to a medical condition. The Town shall provide face masks, and employees have the choice to wear one of their own. When employees are working alone in a private office or a cubicle with walls, face masks may be removed. Employees shall, however, wear a mask or face covering at all other times, including entrance into a building and when in common areas such as hallways, stairwells, conference rooms, restrooms, and office reception areas.
  o Hand sanitizer will be available in common areas via no touch dispensers, and individual containers will be provided to each office. The frequent use of hand sanitizer after each interaction with the public is strongly encouraged, as is the frequent washing of hands for 20 seconds with soap.
  o Gloves will be provided as available to employees who request them.
  o Areas for shipping and deliveries will be designated.

• A detailed plan shall be implemented for daily cleaning and disinfecting, and weekly deep cleaning, performed by contractors and Town crews. The Town and subcontractors shall follow federal guidelines issued by the CDC and EPA regarding the appropriate products that should be used for each surface. These products must meet EPA’s criteria for use against SARS-CoV-2. This cleaning and disinfecting will include, but not be limited to, all entrance areas/lobbies, bathrooms, kitchens, hallways, stairways, handrails, and elevators.
• To facilitate “no touch” options, doors will be left open where possible. Foot openers have been installed in the rest rooms.

• Bathrooms will be cleaned and disinfected frequently with a log maintained for tracking.

• Disinfectant products or disposable disinfectant wipes shall be made available to employees for commonly used surfaces such as desks, chairs, bathrooms, elevators, vending machines, coffee machines, copiers, and other shared equipment and tools. Employees should avoid sharing equipment and tools if possible, but if shared, equipment and tools should be disinfected after each use. Employees should clean their frequently-touched surfaces including door knobs/handles daily with disinfectant wipes. Employees will receive training on proper cleaning procedures upon request to ensure safe and correct application of disinfectants. While necessary, disinfectants are irritants and sensitizers, and should be used cautiously. Gloves and eye protections shall be worn when using cleaning chemicals.

• Returning employees must confirm that they have not experienced COVID-19 CDC defined symptoms, including cough, shortness of breath or any two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell; and may be asked to complete a questionnaire. Employees shall monitor their own symptoms, shall stay home if sick, shall inform their supervisor of symptoms or exposure, and shall follow state testing and contact tracing protocols. Thermometers are available as needed for temperature checks; full PPE will be worn by the person taking an employee’s temperature. The Town reserves the right to request testing or prohibit an employee from coming to work for 14 days if they have symptoms or a potential exposure to COVID-19. Leave time can be charged to available unused two-week COVID-19 leave first, then sick time. Time needed for testing and awaiting results does not constitute leave.

• Employees who travel out of state or attend a gathering of more than 5 persons not residing in their home must notify their supervisor immediately. The Town reserves the right to request that an employee get tested or refrain from coming to work for 14 days in the event of a situation where the employee could have had a potential exposure to COVID-19. Leave time will be charged to the two-week COVID-19 leave first, then sick time can be used. Time needed for testing and awaiting results does not constitute leave. This is critical to the health and safety of all our employees and the public with whom we interact.

• Wherever possible, ventilation will be increased to maximize the percentage of outdoor air that circulates into the system.

• The Town shall adhere to federal guidance pertaining to paid leave for employees and shall provide this guidance to employees. The Town has posted the Families First Coronavirus Response Act (FFCRA) Department of Labor poster at all worksites.

• A state hotline (211) is available for employees and visitors to report potential rule violations. The Town may not retaliate against employees raising concerns about COVID-related safety and health conditions.

• Department head and facility managers are responsible for ensuring their buildings and offices properly implement these procedures, and for managing continuing compliance.
• The Employee Assistance Program is available to all employees at no charge. Employees are encouraged to contact EAP if experiencing social or psychological challenges.

**Phase 2 – Limited Opening to the Public**

Upon reopening to the general public, the following guidelines will be implemented to manage entry, flow, and social distancing and face coverings.

• Residents and businesses are encouraged to continue to utilize electronic means to conduct transactions with the Town.

• Visitors are required to wear face coverings that completely cover the nose and mouth to enter a facility unless doing so would be contrary to the visitor’s health or safety due to a medical condition. Visitors may bring and wear their own masks or cloth face coverings. If the visitor does not have a mask or face covering, then they will either be provided one or not allowed to enter or remain in the facility.

• All visitors must adhere to social distancing requirements; violators will be warned, and then asked to leave if they do not comply.

• A facility will not exceed 50% of capacity as determined by the fire code. Individual offices will be limited to one or two visitors depending on the size of the office and the entrance and exit configurations. The Town Hall lobby will be limited to five persons. Employees will be asked to help monitor and limit the number of people entering and exiting the building and shall also track the destination office of each visitor to ensure no single office exceeds the capacity limit or will be unable to maintain six feet of social distance. At Town Hall, all employees working in the building will be asked to monitor the main entrance in one hour rotating shifts.

• Visual social distancing markers will be installed to instruct visitors to remain six feet apart in areas where visitors may congregate or queue in lobbies and offices.

• Visitors will not be allowed for form lines in the hallways.

• Touchless hand sanitizers will be available to the public at all entrances.

• Social and other gatherings are restricted to a maximum of 5 people. This includes interdepartmental and intradepartmental meetings which consist of visitors and guests.

• Restrooms will be closed to the public.

**Phase 3 – Expanded Opening to the Public**

This phase is yet to be determined and will be contingent upon the ongoing status of the pandemic, and meeting benchmarks as established by the Centers for Disease Control, Governor Lamont, the Connecticut Department of Health, Chesprocott, and OSHA, and the success of Phases 1 and 2. The Town will continue to monitor the status and prepare plans for expanded opening.
INFORMATION FOR SPECIFIC FACILITIES AND OFFICES

**Town Hall**
Resumption of full staffing May 27, 2020
Open to the public with limitations as of June 3, 2020

Human Services
- Human Services staff will return to work in their offices. The Town Hall Human Services offices are spacious enough and separate enough for all staff to be able to maintain appropriate social distancing and plexi-glass shields have been installed where appropriate.
- The Human Services offices will be staffed but will continue to be closed to the public except for necessary appointments. Most services can be provided electronically or remotely.
- Counseling services will continue to be offered through telehealth.
- Social Services will be by appointment only. A secure location will be established at Town Hall for clients to drop off documents necessary for applications. Food vouchers will continue to be distributed by mail. Social Workers at both Hillside Village and Beachport will be asked for assistance with distribution and collection of required paperwork to and from their residents.
- A safe meeting space will be designated at Town Hall for appointments that must take place face to face. This location will be as close to the entrance door as possible and as spacious as possible to avoid traffic through the building and to ensure social distancing.
- At this time both Senior and Youth Services will be offering online programming only.
- Staff will be required to adhere to social distancing and face covering guidelines. Gloves will be required when there is a direct transfer of materials to and from clients.
- There will be no home visits for any reason.

Registrars of Voters
- Online and mail transactions will be encouraged.
- Staggered work schedules for staff will be implemented whenever possible, with a maximum of three staff members working in the office at any given time.
- Visitors to the office will be limited to one at a time, or staff will meet a visitor in the lobby area whenever possible.
- Guidelines will be likely change as the primary and election gets closer; the Secretary of State will be supplying PPE.

Town Clerk
- Much of the department’s business will hopefully continue to be done online, through the mail and by phone.
- Vital Records and Marriage Licenses – Funeral Directors can drop off death certificates and wait in the lobby for certified copies and burial permits. Couples wanting to get married will be encouraged to email the information for the license so the department staff may prepare it before coming in for their oath. The oath can be given in the lobby. Residents needing copies of vital records are encouraged to request by mail. If done in office, staff will ask that they wait for the copy in the lobby.
- Dog Licensing – Beginning June 3, the department will have an online system through IQS; the convenience fee is $1.75. A link will be on the website. Dog licenses through the mail will be done as usual. If a dog owner comes in to Town Hall for a license, staff will ask them to put the information in a special box and will process and mail the tag the following day.
Notary services remain suspended.
Oaths for appointments will be performed by phone.
One person at a time will be allowed at the counter, with a maximum of two people in the vault at any one time.
A computer station will be set up in the lobby area outside the office door each day for attorneys and title searchers. Searching stations in the office will be separated to accommodate social distancing. Hand sanitizer will provided at all public computers with a sign requesting that users apply hand sanitizer prior to using the computer.

Collector of Revenue
- Taxpayers are encouraged to pay tax bills by mail or online. Taxpayers can drop off Tax Office payments in a box in the lobby set up for this purpose.
- The office will allow no more than one visitor at a window and one waiting in the doorway at one time. Visitors shall enter through one door and exit through the other; this flow will be marked.

Assessor
- The Assessor shall limit the public to one visitor person in the office, and one additional employee at the large format copier.
- Hand sanitizer will be provided at the public computer, with a sign requesting that users apply hand sanitizer prior to using the computer.

Public Works Administration
- Offices and furniture arrangement allow for social distancing.
- One visitor will be allowed in the office at a time, and appointments are strongly suggested. Communication via phone, email, and virtual meetings will be encouraged.
- A plexiglass partition has been installed in the public area.

Building Official
- Offices and furniture arrangement allow for social distancing.
- One visitor will be allowed in the office at a time, and appointments are strongly suggested. Online interaction, and communication via phone and email are encouraged.
- A plexiglass partition has been installed in the public area.
- Exterior inspections will continue. Interior inspections may be conducted by submission of photos or videos transmitted electronically to the inspectors.

Finance
- Offices and furniture arrangement allow for social distancing.
- One visitor will be allowed in the office at a time, and appointments are strongly suggested. Communication via phone, email, and virtual meetings will be encouraged.
- A plexiglass partition has been installed between the public area and the Assistant to the Finance Director’s desk.
Planning
- Offices and furniture arrangement allow for social distancing.
- One visitor will be allowed in the office at a time, and appointments are strongly suggested. Communication via phone, email, and virtual meetings will be encouraged.
- A plexiglass partition has been installed between the public area and the support staff desks.

Economic Development
- One visitor will be allowed in the Economic Development Coordinator’s office at a time, and appointments are strongly suggested. Communication via phone, email, and virtual meetings will be encouraged.
- Visits to businesses will be limited to essential business, and proper PPE and social distancing will be employed.

Town Manager
- Offices and furniture arrangement allow for social distancing.
- Two visitors will be allowed in the office at a time, and appointments are strongly suggested. Communication via phone, email, and virtual meetings will be encouraged.
- A plexiglass partition has been installed between the public area and the Administrative Assistant desk.
- Town Manager’s office staff will assist in the distribution of face masks, gloves, hand sanitizer, and disinfectant wipes to employees.

Artsplace
Resumption of full staffing May 27, 2020
Open to the public as of June 3, 2020

- Children’s classes/workshops/camps will be postponed until safe conditions exist. Online workshops will be offered during this period for elementary aged students.
- For teen and adult students, Artsplace will offer virtual and on location art programs. On site programs will be limited to four participants and one teacher in the large upstairs room until further notice. Tables will be arranged for social distancing, the floor will be marked for both movement and person space, and face coverings will be required. Supplies in individual zip lock bags or boxes will be labeled for each adult student to use during a workshop or continuing class. Supplies will be stored safely and sanitized as required at programs end.
- Plexiglass partitions will be in place for front office staff.
- Downstairs classrooms will be used as storage to create more space upstairs.
- The lending library of art books will be temporarily closed for borrowing.
- Giving Garden will add additional vegetables such as cherry tomatoes, squash, beans, cucumber and zucchini as well as herbs for sharing with community. No action required except for water turned on by raised planters.
Fire Department
Open to the public – June 3, 2020

- Offices and furniture arrangement allow for social distancing and partitioning.
- Members of the public will have access by appointment only, with a maximum of two visitors allowed in the building at a time; communication via phone, email, and virtual meetings will be encouraged.
- There will be no social gathering of volunteers until further notice, in compliance with the Governor’s Executive Order.
- Additional volunteer guidelines and restrictions are detailed in the Cheshire Fire Department COVID 19 Reopening Plan.

Library
Resumption of full staffing date TBD (contingent upon HVAC construction schedule)
Open to the public date TBD

The needs and consideration for reopening the Library will depend on the level of public access and the health and safety guidelines. In general:

Phase 1: Staff has returned to the Library but the building will not be open to the public.

- Book drops will be open for returns; materials will be quarantined in Mary Baldwin Room for 72 hours before being checked in.
- Contactless patio pickup of materials.
- Spread staff workstations to other areas of the library or stagger shifts strategically to reduce number of employees working in shared offices.
- Staff will wear PPE when handling materials, bringing materials out for pickup, cleaning high contact areas and while working in offices with other staff members and at shared work stations.
- Common high touch surfaces such as book carts, counters, computer stations and phones will be wiped down with antibacterial wipes or solution between staff members.
- Leave interior security doors open to reduce need to enter codes on punch pad (unless new badge security system is up and running when staff returns)
- One employee in the elevator at a time using a stylus or pencil eraser to push buttons.
- Stagger breaks, use plexi-glass divider on break room table, provide disposable plates, cups and utensils or ask employees to bring from home, employees to wipe down high-touch surfaces after each use.
- Provide wipes in staff restrooms and move garbage pail closer to door so paper towels or wipes can be easily tossed before exiting without touching door handle again.
- Limit access to Library by volunteers and non-staff personnel.

Phase 2: Opening of Library for limited use by patrons.

- All staff safety protocols from Phase 1 remain.
- Operate on a reduced schedule.
• Offer special hours for at-risk populations.
• Limit number of patrons in building based on Governor’s guidelines.
• Lock Main Street doors (still able to get out in an emergency) and allow entry only through parking lot doors.
• Station employee at front doors to ensure mask compliance and monitor the number of visitors.
• Limited use of services: pick up of materials only, brief copying, faxing and computer use for essential tasks.
• Limited staff help for technical issues provided from a distance.
• Turn off self-checkout machines.
• Plexi-glass dividers will be placed at all public service desks, and waiting line areas will be marked out for six feet of distancing between customers.
• Stacks will be closed to the public; staff will retrieve items for patrons as stacks are too narrow to allow for social distancing.
• Eliminate newspapers, all magazines become circulating.
• Limit of one patron in elevator, encourage patrons to use elbow or stylus to push buttons.
• Eliminate taking of money or use of credit cards by not charging of fines or fees for printing or overdue material and no selling of Friends merchandise.
• Remove convenience shopping baskets.
• Remove all chairs and tables in gathering areas.
• No study room use.
• No in-person programming or meetings – continue virtual programming.
• Require youth under 18 to come in with a parent or guardian.
• Remove all toys, play and craft areas from children’s room.
• Limit computer use by children and teens to brief, essential tasks.
• Monitor hand sanitizer stations to be sure they are full.
• Close public restrooms or increased professional janitorial services during open hours.
• Need badge access to secure staff areas as doors cannot be left open with patrons in the building.

**Phase 3:** Opening of Library for expanded use by patrons. Assuming some lifting of PPE and social distancing requirements and gathering sizes for patrons of public spaces.

• Some relaxation of staff safety protocols in employee work/break areas. Staff still using PPE’s in public areas and when cleaning.
• Operate on a regular schedule but still provide special hours for vulnerable populations.
• Reopen Main Street door access.
• Continue use of plexi-shields at public service desks.
• Resume self-checkout machines with cleaning between patrons.
• Reopening of stacks with staff monitoring to ensure social distancing.
• Allow expanded use of computers by spacing stations further apart, allowing in-house use of laptops, and cleaning common touch areas between patrons.
• Limit of one patron in elevator, encourage patrons to use elbow or stylus to push buttons.
• Clean convenience shopping baskets between use.
• Limit number of chairs and tables in gathering areas. Space out seating, work areas.
• Limited in-person programming or meetings.
- Use of study rooms by a single patron with cleaning of common touch surfaces between users.
- Monitor use of library by unaccompanied minors to ensure safety and social distancing.
- Monitor hand sanitizer stations to be sure they are full.
- Open public restrooms.

**Parks Facilities and Pool**
Open to the public dates as indicated below.

- All facilities require face coverings inside a building and also when within six feet of another person outside. The public must practice social distancing, maintaining at least a six foot distance between all persons. The public is asked to keep facilities neat and clean; budget cuts have significantly reduced seasonal staff.
- **Dog Park**: opening May 26, 2020. Masks and social distancing are required. Non compliance will lead to the closure of the park.
- **Tennis Courts**: opening May 26, 2020 with restrictions.
- **Basketball Courts** will remain closed.
- **Skate Park**: opening May 26, 2020; maximum of two skaters and guests.
- **Playgrounds** with equipment will remain closed until at least June 20, 2020.
- **Mixville Park** will remain closed until further notice.
- **Bartlem Park** will remain open, with the exception of the playground. No gatherings of more than five people in an area will be allowed. Social distancing and face covering guidelines must be followed. No organized sports are permitted. Non-compliance of social distancing and face covering guidelines will result in the closure of the park.
- The **Farmington Canal Linear Trail**, and other **Town trails and passive recreation areas** will remain open as long as visitors practice social distancing and face covering requirements.
- **All park restrooms will remain closed** until further notice, including those on the Farmington Canal Linear Trail.
- The **Community Pool** will remain closed, likely until the end of June.

**Parks Maintainers/Garage**
Open to the public - NA

This facility is not open to the public. Staff will adhere to all general guidelines and precautions detailed in this document including, staggering start times and staging locations, social distancing, face coverings, no gatherings in common areas, one person limit in bathrooms, use of hand sanitizer, and disinfecting of all shared tools and equipment after use. Staggered start times and staging locations are at the discretion of management; the department will continue to evaluate COVID-19 guidelines and will make operational changes as needed.
Police Civilian Administrative Staff
Resumption of full staffing May 27, 2020
Open to the public as of June 3, 2020

- The Records window in the lobby will reopen June 3, 2020, with the following understanding and conditions:
  - When possible, when a report is needed from the Records Department, residents are requested to call or email first (203-271-5510 or cpdrecords@cheshirect.org). The Records Department will review the request, prepare your request, and notify the requestor as to the best time to pick up the documents. The department will continue to provide some reports electronically.
  - For those who come to the Police Department to make a request for a police report, or pick up a report, protective face coverings and social distancing is required.
  - There is a limit of two visitors in the lobby at any one time.
  - The records division is open Monday through Friday 8:00 a.m. to 4:00 p.m.

- Until the Governor’s Executive Order has been lifted, fingerprinting for pistol permits remains suspended.

- The department will continue to evaluate the COVID-19 outbreak and update if additional changes are needed.

Animal Control Facility:

- Door will be kept locked, but visits will be available through appointment or phone call when arriving at door.
- A plexi-glass shield has been ordered to set-up a divider at the desk to separate citizens from employees and will not allow public visits until it is in place.
- There is a limit of one visitor at a time inside the facility, and two employees/volunteers.

Public Works Maintainers/Garage
Open to the public - NA

This facility is not open to the public. Staff will adhere to all general guidelines and precautions detailed in this document including, staggering start times and staging locations, social distancing, face coverings, no gatherings in common areas, one person limit in bathrooms, use of hand sanitizer, and disinfecting of all shared tools and equipment after use. Staggered start times and staging locations are at the discretion of management; the department will continue to evaluate COVID-19 guidelines and will make operational changes as needed.
Recreation Offices
Resumption of full staffing May 27, 2020
Open to the public as of June 3, 2020

- Online and mail transactions will be encouraged.
- Staff will maintain social distance; most offices will have only one staff member present.
- Visitors will be allowed to enter one at a time. Appointments are strongly suggested.
- Bathrooms will be limited to one person at a time.
- No more than five individuals will gather in the larger rooms.
- The kitchen area is limited to one employee at a time.
- All programs are cancelled through July 31, 2020.
- Facility rentals are cancelled until at least June 30, 2020.
- Residents are encouraged to sign up for Recreation email subscriptions for information and reminders on upcoming programs and events (sign up at Email Subscriptions at https://lp.constantcontactpages.com/su/KN7dDjS/cheshireparksandrec)

Senior Center
Resumption of full staffing May 27, 2020
Limited services resume June 3, 2020

- Staff will return to work in their offices. The Senior offices are spacious enough and separate enough for all staff to be able to maintain appropriate social distancing with plexi-glass shields installed where appropriate.
- Transportation Services will become operational for necessary medical appointments only. The department will run all four buses with a limit of two (2) people per ride (mainly because some of our passengers require an aid.) The department has purchased PPE for the drivers, gowns, masks, and gloves, along with a supply of hand sanitizer for the buses. Currently in the process of having the plexi-glass shields installed in each bus as well. For now, the car service will not be utilized. At this time, all three of our full-time van drivers are prepared to return to work.
- Senior Services will be by appointment only and will establish secure locations at both the Senior Center for clients to drop off documents necessary for applications, etc.
- A safe meeting space will be designated at the Senior Center for appointments that must take place face to face. This location will be as close to the main door as possible and as spacious as possible to avoid traffic through the building and to ensure social distancing.
- At this time, Senior Services will be offering online programming only. Senior Center instructors may need to use the Senior Center facility to film their classes.
- All Senior Services staff will be required to adhere to social distancing guidelines, to wear a mask whenever they are in a common area or meeting with someone. Staff does not need to wear masks when alone in their own offices. Gloves will be required when there is a direct transfer of materials to and from clients.
- There will be no home visits for any reason.
This facility is not open to the public. Staff will adhere to all general guidelines and precautions detailed in this document including, staggering work hours and breaks, social distancing, face coverings, no gatherings in common areas, one person limit in bathrooms, use of hand sanitizer, and disinfecting of all shared tools and equipment after use. Staggered work hours are at the discretion of management; the department will continue to evaluate COVID-19 guidelines and will make operational changes as needed.

The Yellow House

The Yellow House will remain closed for activities at this time, but staff will be using the building for preparation and staging for online program offerings.

Town B/C/C Meetings and Facilities Rentals

- There will be no facility rentals until June 30, 2020; this date could be extended.
- Town Council, board, commission, and committee meetings will be held virtually until at least June 30, 2020, per the Governor’s Executive Order.
- Council Chambers will be set up for social distancing when the gathering maximum ordered by the Governor has been increased to a number that will allow meetings.
- Once in-person meetings resume, it is likely that the public will need to continue to participate remotely; meetings will continue to be live streamed on YouTube, replayed on Channel 14, and will be available on the website.
- Face coverings and social distancing will be required of all in-person meeting participants, and hand sanitizer will be provided. Microphones will be sanitized.

Thank you to all our employees who have continued to provide services to our residents and keep our municipality functioning during this worldwide pandemic. It is hoped that the level of guidance provided will be less restrictive over time as the measures taken prove to be successful in mitigating this virus. We strive to keep you and our residents safe, and it is critical that you have confidence in the safety of our workplaces. Please address any and all concerns to your department head, Human Resources Director Lou Zullo, or Assistant Town Manager Arnett Talbot.

This plan is effective immediately and until amended based on public safety, additional official guidance, or operational needs.

Sean M. Kimball
Town Manager
I have read and understand the COVID-19 guidelines and precautions presented in this document. I further confirm that I have not experienced any of the following symptoms or situations:

_____ Cough, shortness of breath or any two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell (if yes, please explain)

_____ A potential exposure to COVID-19 (if yes, please explain)

_____ Out of state travel (if yes, please explain)

_____ Attendance of a gathering of more than 5 persons not residing in my home (if yes, please explain)

Date: _______________

Signature: ____________________________________________________________

Print name: __________________________________________________________

Please sign and return to Human Resources Director Lou Zullo by May 27, 2020.

Received ___________