Due to the recent positive shifts in the COVID-19 pandemic crisis and the guidance provided by the Governor of Massachusetts, the Town of Acushnet is implementing a Temporary Reopening Plan (Phase 2), to replace the Temporary Reopening Plan (Phase 1) that had been in place previously. This Plan only pertains to employees working at the Town Hall and Parting Ways buildings, although other departments may use this Plan as a guideline.

In order to continue to provide essential services, while promoting social distancing measures and protecting employees as much as possible, the Board of Selectmen have made the decision to activate this Phase 2 Plan. As such, effective on Monday, October 5, 2020, unless otherwise modified by the Board of Selectmen or the Governor of Massachusetts, and until further notice, the following changes to normal business will transpire:

* Municipal buildings will be “open” to the general public during specified hours only.
  + Phase 2 Hours of Operation will initially be Monday-Friday, 10:00 a.m. to 1:00 p.m.
    - Specified hours are important at the start of this phase, as employees will need to plan times to work at the counter and times to work at their desks. It would be impractical to continue cleaning and sanitizing both workspaces simultaneously, as cross-contamination is a concern.
  + Town Hall and Parting Ways buildings will be equipped with specialized door locks that enable department heads to manage the stream of people into their offices.
    - People entering Town Hall and Parting Ways buildings will be allowed to enter the main lobby. The doors leading into the building from there will be locked.
    - We will have labelled “Ring” doorbells for each office inside the main lobby, which will enable the department head to see the resident and communicate back-and-forth as needed. The doorbells will also be equipped with a locking system, so if the department head has the space to allow the resident into their office, they can virtually unlock the door to allow the resident into the building.
  + The main lobbies will also contain one Accutemp Temperature Monitoring System kiosk. This system uses thermal imaging technology to read a person’s temperature accurately within a few seconds.
    - All people (including staff) entering the building will be required to have their temperature taken by the kiosk before they are allowed into the main building.
    - Anyone having a temperature of 100.3 degrees or higher will not be permitted into the building.
* All people entering the buildings must wear masks! This includes staff, residents, and vendors. Staff may remove their masks once they are inside their office and have proper social distancing from others.
  + Employees who leave their personal workspace or who are interacting with other employees or members of the public shall wear a clean face covering over their mouth and nose and exercise social distancing in accordance with CDC guidelines.
* Each department must retain a non-employee contact log for potential tracing by the Board of Health. Information including the person’s name, address, and telephone number should be retained, along with the date and time they entered the building.
* Markers will be placed on the floor in hallways to delineate safe walking patterns and markers will be placed inside offices to denote socially distant places to stand in line or at the counter.

All other standard operating procedures outlined in the Phase 1 Reopening Plan are still in effect, including: self-certification, social distancing procedures, maintaining proper PPE inventory, using hand sanitizer, keeping shared equipment disinfected, no congregating, maintaining good hygiene practices, and the practice of disinfecting common areas in Town buildings on a daily basis.

These arrangements are expected to be short term, and the Town of Acushnet will continue to monitor guidance from health officials, the Governor of Massachusetts, and the need for socially distant work arrangements. The Town of Acushnet may make additional changes to this plan at any time.

**If an employee is suspected or confirmed to have a COVID-19 infection, it is important to take immediate action:**

* Notify the Acushnet Health Department ([boh@acushnet.ma.us](mailto:boh@acushnet.ma.us)), the Town Administrator ([jhebert@acushnet.ma.us](mailto:jhebert@acushnet.ma.us)), and the Treasurer/Collector ([cmuller@acushnet.ma.us](mailto:cmuller@acushnet.ma.us)).

**PUBLIC HEARINGS**:

Due to recent changes in the number of people allowed to gather indoors and the inaccessibility of the school in providing a spacious meeting place, the Town is implementing new protocols for hosting public hearings virtually. Effective August 28, 2020, all public hearings will be held over a virtual platform.

* The virtual login information (both the videoconferencing link and telephone dial-in numbers) will be posted with the agenda and advertisement for the public hearing.
* Please email [acushnetcable@gmail.com](mailto:acushnetcable@gmail.com) to reserve a public hearing with the Cable Department, and they will provide all login information for the agenda.