



**Town of Bridport, Vermont
82 Crown Point Road
Bridport, Vermont 05734
802-758-2483**

**Reopening Bridport Municipal Offices
Policy and Procedure**

Purpose:

Select board policies are statements from municipalities governing duties or standards of performance. The following policy and procedure is imposed by the Town in accordance with regulatory guidance from the State and Federal Governments.

Policy:

This policy supports the Vermont Governor's Executive Order 01-20, Declaration of State of Emergency in Response to COVID-19, declaring a state of emergency for the State of Vermont and its municipalities, to include Bridport, in response to COVID - 19.

Further, this policy addresses Addendums 10 -13 of the Vermont Governor's Order 01-20. This policy also addresses guidance from the Vermont Agency of Transportation (VTrans).

Procedure:

Health and Safety

In line with the State of Vermont's approach to reopen the economy, the Town of Bridport will do so, in accordance with the order and its direction for a safe and measured process. All **Bridport employees, contractors, appointees, elected officials, volunteers, residents, and/or visitors**, shall adhere to the following physical distancing, health, and sanitation measures in accordance with Vermont Department of Health and CDC guidelines:

- a. If any of the persons listed above are sick or symptomatic (**showing signs of fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell**), they are asked to stay away from work or visiting Town Offices, which as used in this document includes any Town Buildings, until they have gone **not less than 72 hours** symptom free.
- b. All persons listed above must observe strict social distancing of not less than **6 feet** from person to person while at work or visiting Town offices.
- c. All persons listed above must wear a face covering over both their nose and mouth when in the presence of others. Masks will be provided for Town Staff; **ALL OTHERS MUST BRING THEIR OWN MASKS WITH**



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- THEM.** If anyone attempts to enter Town Offices without a mask, they will not be permitted to enter and will be asked to come back when they have the proper face covering, and if applicable a new appointment. A temporary, translucent barrier will be positioned between Staff and those who enter at the Town Clerk's Office.
- d. All persons listed above must practice good hand hygiene and at a minimum, **must use hand sanitizer when entering and leaving Town Offices.** Hand Sanitizer will be provided at all open Town Office locations. A bathroom with soap and water will also be available to use if needed where one exists.
 - e. Not more than two people shall occupy one vehicle when conducting work, and, if more than one person is occupying a vehicle, all parties need to be wearing a face cover.
 - f. No loitering of any kind, by anyone listed above, is permitted at any Town Office until further notice, this includes but is not limited to, entering any Office without a reason for being there, during or after hours visiting or social calls, and/or any other time when people are simply hanging around.
 - g. If anyone listed above, has been in contact with someone that has been diagnosed with COVID-19, they should self-quarantine for no less than 14 days and will not be permitted to enter any of the Town Offices until said quarantine has been completed.
 - h. When weather permits, Staff are asked to open windows to allow for clean air to circulate throughout the occupied portion of any Town Office.
 - i. Prior to the start of operating hours, at mid-day, and at the end of operating hours; all surfaces, doorknobs, barrier(s), and bathroom(s) must be sanitized.
 - j. Anyone coming to any Town Office to perform a task requiring office supplies, must bring their own.
 - k. All municipal vehicles, equipment (that is being touched), and tools should be sanitized after each use.
 - l. It is at the sole discretion of the Town Staff to determine what type of business is conducted during operating hours.
 - m. It is at the sole discretion of the Town Staff to refuse anyone entrance to any Town Office if they are concerned for the Health and Safety of themselves, the person being refused entrance, and/or members of the general public.
 - n. All Town Staff members must complete a daily health survey, which will be provided at each work location. Each Town Office will identify a member of the Staff as their Health Officer.



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Operations

It is with a balanced approach that we will reopen Town Offices in Bridport. It is our primary responsibility to ensure the health and safety of all persons who may be in and out of Town Office spaces.

We also recognize that business needs to continue to provide support to our residents and visitors. In consideration of both, we have determined the healthiest and safest course of action will include the following until further notice:

- a. Operating Hours (Town Clerk's Office)
 - Saturday - Closed
 - Sunday – Closed
 - Monday – Closed
 - Tuesday - 9:30am – 3:30pm (Closed 12:00pm – 1:00pm)
 - Wednesday - 9:30am – 3:30pm (Closed 12:00pm – 1:00pm)
 - Thursday – 9:30am – 11:30am
 - Friday – 9:30am – 11:30am
- b. Services (Town Clerk's Office)
 - Tuesdays – Friday One researcher at a time
 - Tuesday- Friday One Town Resident at a time
- c. Appointments (Town Clerk's Office)
 - 1) Everyone, with no exceptions, must have an appointment to access the Town Offices.
 - 2) **Researchers** may sign up online for appointment times using a link located on the Town Website: <https://bridportvt.org/> or by calling the Town Clerk's Office at **802-758-2483**.
 - 3) **Town Residents** may call the Town Clerk's Office at **802-758-2483** to schedule an appointment. If you are unable to speak with someone, please leave a message and a member of the Town Staff will return your call to assist you.
- d. Department of Public Works (DPW) Support Request
 - 1) The Bridport Department of Public Works buildings are considered a Town Office, as such, all above guidance applies.
 - 2) If you need to make an appointment to visit DPW or if you need to request support, please contact Dusty Huestis, Bridport DPW Road Foreman, at **802-758-2113**.
 - 3) If you are unable to speak with someone and need to leave a message, please do so, and a member of the DPW Staff will return your call.



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Communication

All current and future such Policies and Procedures, and/or information within, will be available at the following locations:

- Town of Bridport Website: <https://bridportvt.org/>
- Town of Bridport Facebook Page:
<https://www.facebook.com/bridportvermont/>
- Bridport Town Clerk's Office
- Bridport Department of Public Works (DPW)

Reporting Issues/Concerns

For reporting Issues or Concerns related to the above Policy and Procedure, future Policies and Procedures, or anything else pertaining to the daily operations of the Town of Bridport, the following are recommended methods of communication:

- a. Contact one of the Bridport Select board Members.
- b. Contact the Bridport Town Clerk's Office, please leave a message if you are unable to speak with a member of the Staff and your call will be returned as soon as possible.

We thank you in advance for your patience and cooperation during this challenging time. We wish our residents and visitors continued good health.

Respectfully,

The Bridport Select board