

Framework: COVID-19 Implementation of Additional On-site Work and In-person Services

Phase 1 – Current Status

Phase 2 – Implementation Date TBD

Phase 3 – Implementation Date TBD

Employees and Services

- All services provided other than non-essential in-person transactions
- Maximize remote meetings, processes, and transactions
- On-site Work and Essential In-person Services Authorized
 - Police Services
 - Police Communications
 - Public Works
 - Neighborhood Services
 - Interior inspections limited to business license inspections unless life safety concerns
- Remote work locations maximized
 - Non-essential personnel on-site work limited (no more than one non-essential personnel in office group - Police, Town Hall, Public Works, at a time)
- Federal, State, and County guidance followed

- **All services provided with limited non-essential in-person transactions**
- Maximize remote meetings, processes, and transactions
- On-site Work and Essential In-person Services Authorized
 - Police Services
 - Police Communications
 - Public Works
 - Neighborhood Services
 - Interior inspections limited to business license inspections unless life safety concerns
- Remote work locations maximized
 - Non-essential personnel on-site work limited (no more than **two** non-essential personnel in office group - Police, Town Hall, Public Works, at a time)
- Federal, State, and County guidance followed

- **All services provided with expanded non-essential in-person transactions**
- Maximize remote meetings, processes, and transactions
- On-site Work and Essential In-person Services Authorized
 - Police Services
 - Police Communications
 - Public Works
 - Neighborhood Services
 - **Interior inspections authorized**
- Remote work locations maximized
 - **Non-essential personnel on-site work limited (may exceed two non-essential personnel in office group - Police, Town Hall, Public Works, at a time if needed)**
- Federal, State, and County guidance followed

Building and Safety

- All Town buildings closed to the public except:
 - Police Department public lobby
- Federal, State, and County guidance followed

- All Town buildings closed to the public except:
 - Police Department public lobby
 - **Town Hall public lobby by appointment**
- Federal, State, and County guidance followed

- **Expanded use of Town buildings as follows:**
 - **Public areas of Town Hall used by appointment**
 - **Police Department public lobby**
 - **Town Hall lobby expanded hours**
- Federal, State, and County guidance followed

Meetings and Events

No non-essential in-person meetings or events. Virtual or remote participation only. Essential exterior site inspection meetings with required PPE and distancing authorized.

Limited non-essential in-person meetings or events. Virtual or remote participation maximized. Essential exterior site inspection meetings and walking tours with required PPE and distancing authorized.

Expanded non-essential in-person meetings or events. Virtual or remote participation maximized. Essential exterior site inspection meetings and walking tours with required PPE and distancing authorized.

Official Travel

All official travel suspended, required training exempted.

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Critical official travel only, required training exempted.