



TOWN OF PLYMPTON

Commonwealth of Massachusetts

May 28, 2020

To the Residents of Plympton:

We hope this letter finds you well. We are writing to inform you that effective Monday, June 1, 2020, the Plympton Town House will be re-opening to the general public for our normal business hours, Monday through Thursday from 9:00 a.m. to 2:00 p.m. Please note that elected offices, such as the Town Clerk, for example, may have extended or varied hours from time to time and as may be required by law. The Building and Inspectional Services Department will also be available by appointment on Monday evenings.

We will be following all protocols and Orders issued by the Commonwealth of Massachusetts, including recommended Centers for Disease Control (CDC) guidelines and as such, please note the following:

- Everyone is asked to wear a face covering the entire time you're in the building. This applies to the general public and employees, except for individuals with underlying medical conditions or children under the age of two.
- Plympton Fire Department personnel will be conducting *contactless* temperature scans. ***No personal information will be recorded!*** The purpose of the temperature scan is to make sure that individuals with a temperature above 100.3 degrees are not admitted to any offices within the Town House building. Employees will also be subject to this screening daily. Anyone with a temperature above 100.3 degrees will be asked to leave the building. While we realize that many people with the COVID-19 virus are asymptomatic, this is one small step that we can take to help ensure the health and safety of everyone coming to the Town House to conduct business, as well as our Town employees.
- Plympton Fire Department personnel will be at the main entrance to greet people and will let you know when it's your turn to visit a particular office. Offices will be taking customers one person at a time. A waiting area that facilitates social distancing will be established in the Main Meeting Room. If you have handicap accessibility concerns, a representative from the Town Department you are seeking service from will come to you at the Main Meeting Room. Additionally, if you require any special assistance, please let us know upon your arrival and we will make every effort to accommodate you.
- We are still able to conduct business remotely as we have been doing so effectively since the initial COVID-19 Stay at Home Advisory was issued. If you require assistance and are unable to come to the Town House, please call or Email the Town Department or employee with whom you need to speak to. A contact directory is on the homepage of the Town's website: town.plympton.ma.us and if you are unsure of who to contact, please Email: jtraynor@plymptontown.org and your request will be forwarded to the appropriate Town Department.

In the event that Commonwealth-instituted protocols or guidelines are lessened, we will update the Town protocols accordingly. This is a very fluid situation and new territory for all of us, so we realize that we may need to adjust course as new information becomes available. Everyone's cooperation is appreciated as we navigate through this uncertain time and continue providing efficient, effective and responsive service to the people of Plympton.

Thank you and stay well!

Liz Dennehy, Town Administrator

Steve Silva, Fire Chief/Emergency Management Director

Art Morin, Plympton Board of Health