



HARWICH COVID-19 GUIDANCE DOCUMENT #4
EFFECTIVE 4PM DST MONDAY MARCH 16, 2020 AND UNTIL
FURTHER NOTICE

ALL MUNICIPAL BUILDINGS WILL BE CLOSED TO GENERAL PUBLIC
Monday, March 16, 2020

Based on Governor Baker's order prohibiting gatherings of 25 or more people and to ensure the safety and well-being of the general public and municipal employees, **all municipal buildings are hereby closed to the general public effective at 4:00 pm DST today, Monday, March 16, 2020 and until further notice.**

NOTICE TO THE GENERAL PUBLIC:

Additional closure information:

- The Recycling Center at the Harwich Transfer Station (209 Queen Anne Road) is closed in accordance with above. All other Disposal Area services will remain open to the general public and businesses.
- The Public Safety Facility (175 Sisson Road) will have access limited to combined lobby only. No public access to either the Fire Station or the Police Station.
- A plan for receiving documents from the public at the impacted locations is forthcoming.

NOTICE TO MUNICIPAL EMPLOYEES:

- All municipal employees should remain in contact with the supervisors and/or department heads to ensure adequate staffing levels during regular business hours.
- Work environments should be modified to ensure proper social distancing. This includes moving work stations a minimum of 6' away from others.
- A plan for receiving documents from the public at the impacted locations is forthcoming.
- The Town understands that many employees are effected by school closures and child care needs. We are developing a standard operating procedure to address this.
- We continue to stress the importance of self-care and remaining at home if you are sick.

These actions are not taken lightly and are intended as an effort to broaden social distancing efforts while, as much as practicable, striving to continue municipal government operations in support of our community.

In short, we are effecting social distancing while reaffirming our community engagement in these unprecedented times. I urge everyone to take every effort to do the same. We will be a stronger community once we get through this difficult time together.