



## HARWICH COVID-19 GUIDANCE DOCUMENT #14

### Town reopening plans for buildings and departments

THURSDAY, JULY 2, 2020

#### NOTICE TO THE GENERAL PUBLIC:

The Town of Harwich has been working towards attaining compliance with the Mandatory Safety Standards put forth by the Baker Administration to combat the spread of COVID-19 in Massachusetts.

Included in the Mandatory Safety Standards are measures to promote social distancing, hand hygiene, staffing and operations as well as cleaning and disinfecting. In order to maintain the health and safety of our employees and visitors, all town departments will be accessible to the public with specific guidelines outlined below. Whenever possible, business should be conducted via phone or email, limiting in-person activities to those which cannot be performed remotely.

- **Brooks Free Library** is open for curbside pick-up only at this time.
- **Community Center and Recreation Department** are open to the public beginning **July 6<sup>th</sup>**. Group activities, the weight room and locker rooms are restricted to Phase specific activities. The **Council on Aging, Veteran's Agent, Cemetery Administrator and Channel 18** are open by *appointment only*. Visitors are required to contact the department they wish to meet with and set up an appointment.
- **Cultural Center** is open to tenants **July 1<sup>st</sup>** and programming is restricted to Phase specific activities. The Cultural Center Administrative office is open by *appointment only* beginning on **July 6<sup>th</sup>**.
- **Department of Public Works** is open to the public beginning **July 6<sup>th</sup>**, limited to one visitor inside the lobby at a time and appointments are encouraged.
- **Golf Pro Shop** is open to the public beginning **July 6<sup>th</sup>**, a limited number of people are allowed inside.
- **Harbor and Natural Resources Departments** are currently open to the public, limited to one person inside the lobby at a time and appointments are encouraged.
- **Public Safety Building** is currently open for emergencies. Non-emergency business is available by appointment only beginning **July 13<sup>th</sup>**.
- **Town Hall** offices are open by *appointment only* beginning on **July 6<sup>th</sup>**. Visitors are required to contact the department they wish to meet with and set up an appointment.
- **Water Department** is open by appointment only beginning on **July 6<sup>th</sup>**.
- **Youth Services** is open by appointment only beginning on **July 6<sup>th</sup>**.

Face coverings are required to be worn by the public when inside Town buildings. Thank you for your patience and cooperation during this ongoing pandemic.

Respectfully submitted,

  
Joseph F. Powers

Interim Town Administrator