

EMERGENCY ORDER

By the Middlefield Select Board regarding TOWN HALL ACCESS

Effective Aug. 12, 2020

Announcement of Partial Reopening of Town Hall

For the health and continued wellness of our townspeople, the Middlefield Select Board is issuing the following guidelines to protect against the spread of Covid-19.

Masks or Face Coverings Required

- All persons over the age of five are required to wear a mask or other acceptable face covering at all times in the Town Hall (masks will be available if needed), unless they are unable to do so by reason of a medical condition which may inhibit them from wearing a face-mask safely.
- Those not wearing a mask or face covering will be required to leave the building immediately
- All persons are required to sanitize hands upon entering and exiting (dispenser available in entrance hallway) the building
- All persons must maintain six feet distancing whenever possible

Appointments Requested by the Public

Entry into the Town Hall by members of the public is limited to only those with appointments scheduled in advance with a Town Employee or official.

- Appointments must be made in advance, with the appropriate Town Employee, to discuss issues not able to be resolved via phone or e-mail.
- Only one person will be admitted at appointment time
- Appointments will be held in the auditorium in a sanitized area
- Business will be conducted with no direct touching
- If copies, etc. are necessary, the employee will make the copies, while the person remains in the auditorium
- At the conclusion of the meeting, the person will be escorted to the door and leave
- The employee will be responsible for sanitizing chairs and all surfaces that were used during the meeting, prior to their leaving (cleaning products will be available in the auditorium)

Meetings by Boards and Committees

- All pertinent guidelines issued above apply
- Only members of the Board or Committee calling the meeting and any Town staff needed by the Board or Committee can be in attendance at meeting. For hearings, individual accommodations must be made in advance with the Board Chairperson
- Meeting agenda must include meeting access code so that public can join the meeting via phone conference line and offer input if desired.

Town Hall continues to be open to employees only, with the following exceptions indicated above regarding public appointments and Board/Committee meetings.

Question?

Please visit our website middlefieldma.net
Or call 413-623-2079 Tues-Thurs. 9-2:00

**Town of Middlefield
Board of Health
Emergency Order
Regarding the Wearing of Masks in Town Hall
Effective Aug. 12, 2020**

For the health and continued wellness of our townspeople, the Middlefield Board of Health is issuing the following guidelines to protect against the spread of Covid-19.

- All persons over the age of five are required to wear a mask or other acceptable face covering at all times in the Town Hall (masks will be available if needed), unless they are unable to do so by reason of a medical condition which may inhibit them from wearing a face-mask safely.
 - Those not wearing a mask or face covering will be required to leave the building immediately
 - All persons are required to sanitize hands upon entering and exiting (dispenser available in entrance hallway) the building
 - All persons must maintain six feet distancing whenever possible
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- The Board of Health, its agent, all town employees in the building and police have the authority to enforce this order