

# Town of Cabot

## Policy for Health Emergency/Pandemic Operating Procedures for Town Buildings

The Town of Cabot reserves the right to close any town owned public building as deemed necessary by order of the Select Board.

All employees of the Town or Library (as they are located in the Willey building) are required to abide by these directives.

No unauthorized, non-governmental committees or organizations will be allowed to enter or use the Willey Building without authorization from the Selectboard.

The Town office staff will continue to maintain the normal office schedule, will provide services to the public by email, telephone, and as warranted, allow very limited, one at a time access to the land records by appointment only.

The Town office building will remain locked at all times until the Selectboard orders it otherwise.

Meetings at Town owned public sites outdoors are permitted for gatherings of 25 or fewer, provided physical distancing and protocols are followed as prescribed herein:

1. If you are sick, stay home. Attend meetings electronically if possible.
2. No one with a fever or flue like symptoms will be admitted to approved meetings.
3. Each person who enters the Willey Building will be required to sign in, have their temperature taken, and use hand sanitizer upon arrival. This sheet will be kept in the Town Clerk's Office.
4. A mask or facial covering shall be worn.
5. A distance of 6' shall be maintained at all times.
6. Regular sanitation of all commonly touched surfaces shall be done daily or more often as necessary.

This procedure has been put in place to protect our employees and citizens. Please be courteous of others by abiding by them.

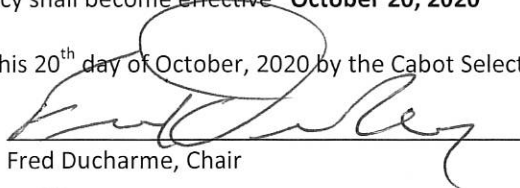
The Selectboard advises all to follow steps to avoid spreading contagious diseases.

Copies of this policy shall be posted in all municipal offices and buildings.

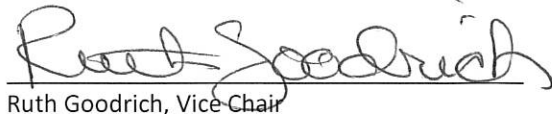
### Approval

This policy shall become effective **October 20, 2020**

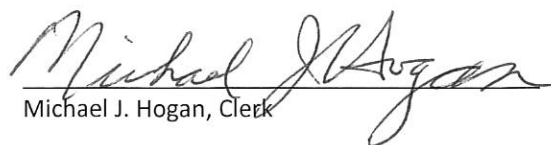
Signed this 20<sup>th</sup> day of October, 2020 by the Cabot Selectboard.



Fred Ducharme, Chair



Ruth Goodrich, Vice-Chair



Michael J. Hogan, Clerk

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Matthew Nally