

**Town of Norwich, VT
COVID-19 Contingency Emergency Plans**

Date:	11/12/21
Authorized by:	Rod Francis, Interim Town Manager
Gen. Description:	Town of Norwich COVID-19 Contingency Plan
Purpose:	The purpose of this contingency plan is to ensure continuity of operations for the town, maintain the highest level of normal operations possible, and support and respond to community needs to the best of our abilities.

Town Hall / Tracy Hall:

- A. Effective Thursday, 11/12/2021, the Norwich Town Hall – Tracy Hall, is closed to the public at-large.
- B. All non-essential in person meetings and program activities have been cancelled until further notice. Organizers of events scheduled in the building for the next 30 days (i.e. , 12/12/2021) should recognize of that the temporary suspension may be extended, and plan accordingly.
- C. Any Town business needs to be conducted by phone, e-mail or other technological means (e.g., ZOOM), the US Postal Service, or other non-person contact means. Any essential direct person Town services shall be by appointment only.
- D. The building is closed. For any essential appointment made for Town business, the following protocol shall be adhered to:
 1. In building business activity will be limited to 15 minutes.
 2. Building access will be restricted to entry through the main door facing Main Street. Town staff may decline access to small offices and require interactions to take place outside or in large open well-ventilated spaces (e.g., the gym)

Town Manager’s Office:

- A. The Town Manager’s Office will continue to function but will not receive visitors under any circumstances, see above.
 1. Contact: Rod Francis , Interim Town Manager, RFrancis@norwich.vt.us 802-649-1419x1
 2. Contact: Miranda Bergmeier, Assistant to the Town Manager, MBergmeier@norwich.vt.us, 802-649-1419 x1

Town Clerk’s Office:

- A. The Town Clerk’s Office will conduct business during regular hours but subject to the limitations outlined for Town Hall/Tracy Hall, see above. For the following essential services, these protocols are in place:
 1. Dog Licensing: Canines can be registered by mailing an updated rabies certificate (if required) and payment to: Town of Norwich, 300 Main St, Norwich, VT 05055.
 2. Land Records Research: Land records research needs to be started by first using Record Hub: <https://www.cottsystems.com/recordhub-search-gateway>. Once a researcher has the info they seek, they need to call or e-mail the Town Clerk.
 3. Voting registration: Can be completed online at <http://olvr.sec.state.vt.us>
 4. Contact: Bonnie Munday, BMunday@norwich.vt.us 802-649-1419 x2

Fire Department:

- A. The Fire Department is closed to the public. All town fire business will be conducted by telephone or e-mail. No burn permits are being issued at this time. The Fire Warden will advise when permits resume.
 1. Contact: Chief Alex Northern, ANorthern@norwich.vt.us Office: 802-649-1133, Dispatch: 603-643-2222. Emergencies – call 9-1-1.

Finance Office:

- A. The Finance Department is closed to the public. All town finance business will be conducted by telephone or e-mail.
 1. Contact: Fielding Essensa, FEssensa@norwich.vt.us Office: 802-649-1419 x3

Police Department:

- A. The Police Department will continue to take calls for service in-person and by telephone. However, we encourage citizens to call in their concerns when they are able. In-person complaints will be handled outside. The secure interior portion of the department will be restricted to police personnel access only. All community programming has been suspended and some non-essential services may be unavailable.
 1. Contact: Interim Chief Simon Keeling, Simon.Keeling@vermont.gov Office: 802-649-1460, Dispatch 802-295-9425. Emergencies – call 9-1-1

Public Works / Town Highway:

- A. The Town Highway garage is closed to the public. All town highway business will be conducted by telephone or e-mail.
 1. Contact: 802-649-2209

Recreation Programs:

- A. All recreation programs have been postponed until further notice. The Recreation Director is available by e-mail.
 1. Contact: Brie Swenson, BSwenson@norwich.vt.us 802-649-1419 x5

Planning & Zoning:

- A. The Planning & Zoning Office is closed to the public. All planning and zoning needs will be conducted by telephone or e-mail.
 1. Contact: Rod Francis, RFrancis@norwich.vt.us 802-649-1419 x4

Transfer Station:

- A. The Transfer Station will continue to operate with normal hours. However, residents are being asked to PLEASE ensure “social distancing” by limiting the number of vehicles/people in any given area. Staff will be practicing social distancing and will not be able to provide assistance with the removal of trash from private vehicles.
- B. The “Plough Share” building is closed until further notice.
- C. The attendant shed is restricted to transfer station employees.

DO NOT ENTER ANY TOWN BUILDING/FACILITY

IF YOU HAVE ANY OF THE FOLLOWING SYMPTOMS:

- Fever • Cough • Shortness of breath

