

Town of Norwich, VT COVID-19 Contingency Emergency Plans

Date:	08/12/2020
Authorized by:	Herbert A. Durfee, III, Town Manager
Gen. Description:	Town of Norwich COVID-19 Contingency Plan – No 7 Report LATEST INFORMATION IS IN RED
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, 03/26/2020, the Norwich Town Hall – Tracy Hall, is closed to the public at-large.
- B. **Except for some Recreation Department programs/offerings, all non-essential meetings and program activities remain cancelled through 09/30/20. Those events scheduled in the building for the 30 days post 09/30, should be mindful of the fact that the temporary suspension may be extended, and plan accordingly. Note: with recent, temporary VT Legislative changes to the Open Meeting Law, some committees are meeting via ZOOM. These meetings are duly noticed, including the ZOOM connection link. For ZOOM connection information (computer and/or telephone), you may also contact the Town Manager's Office.**
- C. Any conduct of 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 physical 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, or as otherwise allowed by the respective department head or Town Manager.**
 2. Building access will be restricted to entry through the main door facing Main Street.
 3. **Masks are required.**
 4. **A visitor's temperature may be taken, and the visitor may be asked to use hand sanitizer.**
 5. **Visitors may be asked to sanitize areas they come in contact with (e.g., table, chair, keyboard, etc.)**

Town Manager's Office:

- A. The Town Manager's Office remains open for business during regular hours but subject to the limitations outlined for Town Hall/Tracy Hall listed above.
 1. Contact: Herb Durfee, Town Manager, HDurfee@norwich.vt.us, 802-649-1419x1
 2. Contact: Miranda Bergmeier, Assistant to the Town Manager, MBergmeier@norwich.vt.us, 802-649-1419x1

Town Clerk's Office:

- A. The Town Clerk's Office will remain open for business during regular hours but subject to the limitations outlined for Town Hall/Tracy Hall listed above. For the below essential services, the following protocols are in place:
 1. Dog Licensing: **Late fees for dog licenses are no longer waived.** Canines can still be registered by mailing in 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 (specific to titles) 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 802-649-1419x2

Fire Department:

- A. The Fire Department is closed to the public. All town fire business will be conducted by telephone or e-mail. For burn permits, contact Linda Cook, Fire Warden at (603)208-7847.
 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: Becky Grammer, BGrammer@norwich.vt.us 802-649-1419x3

Police Department:

- A. The Police Department will continue to take complaints and 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 within the vestibule of the building. **Masks are required.** The secure interior portion of the department will be restricted to police personnel access only. Some non-essential services may be unavailable.
 1. Contact: Chief Jennifer Frank, Jennifer.Frank@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 between the hours of 7:00 am until 3:30 pm.
 1. Contact: Larry Wiggins, LWiggins@norwich.vt.us 802-649-2209

Recreation Programs:

Norwich Recreation 2020 Health & Safety Guidelines:

This working document has been created as an outline of Norwich Recreation’s increased attention to the health, safety and well-being of our program participants. Direction was taken from the Centers for Disease Control, as well as the Vermont Department of Public Health and consultation from weekly Vermont Recreation Director’s COVID-19 meetings, Vermont Department of Recreation, Vermont State Parks, and the Agency for Commerce and Community Development. This document is distributed with the understanding that as the public health situation is changing, Norwich Recreation will remain flexible, responsive and sensitive to all federal and state guidelines.

Session Guidelines:

- All sessions will keep a 4:1 ratio, with an average of 20 participants and 5 coaches/assistants. The group will not change staff or participants during a session (exceptions made in the case of illness and absences without return)
- All participants will adhere to a regular handwashing or sanitation schedule (handwashing for a minimum of 20 seconds, sanitizing with at least 70% alcohol solution)
- All participants, even within groups, will maintain a 6’ distance unless all participants in the activity are wearing masks and/or engaged in approved active play. Active play does not include time on sidelines or team strategizing.
- Masks must be worn during any time that participants/coaches/assistants would be interacting with others and during transition times
- All balls and equipment will be sanitized thoroughly by staff at the end of each day
- Staff will perform contact-tracing worksheets on all participants and partner coaches in the

form of checking in/out.

- Anyone presenting as, or presumed to be ill will be asked to remove themselves from the session for at least 3 days from their last symptoms, and 10 days from the onset of symptoms.
- All staff will have completed VOSHA training, and will have attended either Norwich Police, SafeSport or Cal Ripken safety training. The Vermont Department of Health's most current guidelines will be reviewed by all staff during check-in meetings.

Participant Guidelines:

- Unregistered drop-offs are not permitted
- All out-of-state participants outside of the commuter radius will need to quarantine for 14 days or be tested at day 7 before entering Norwich Recreation programs.
- All who need one will be issued a face covering at no charge. Parents/guardians will receive additional masks as needed.
- No sharing of equipment/food/water bottles (unless between family members)
- No one with the following symptoms may attend a Norwich Recreation program.
- (ranging from mild symptoms to severe illness): Cough, shortness of breath or difficulty breathing /Fever of 100.3 degrees F/37.9 degrees C/Chills, shaking, muscle pain, new loss of taste or smell/Severe headache, ear pain and/or sore throat/A significant rash/Uncontrolled cough/Having been in contact with someone with COVID-19 in the last 14 days/Diarrhea
- Anyone experiencing a runny nose, cough or any illness symptoms (as outline above) while at a program must be sent home. No exceptions.

Site Guidelines:

- Norwich Recreation requests that indoor facilities be cleaned, and all surfaces disinfected at the start of each day, before participants arrive. Outdoor facilities require surface disinfection.
- Norwich Recreation requests the right to post COVID-19 cautionary guidelines at the entrances of all facilities, and in handwashing areas as needed.

- A. Please check with the Recreation Director, the department's Facebook page, and the Listserve for periodic status reports on Fall program offerings, etc.
- B. While the Town will adhere to its *COVID-19 Health & Safety Work Plan and related Guidelines* (above), use of the Huntley-Meadow facilities remains at the sole risk of the user(s). Applicable social distancing, use of proper personal protective equipment (e.g., facemasks), proper group size, and other applicable safety measures remain in effect, as may be periodically modified by the Governor.
- C. There may be other rules and guidelines required of certain programs/offerings. These additional rules/guidelines must be strictly adhered to.
- D. The Town retains the authority to cancel, discontinue, or otherwise postpone any program/offering without any notice if any person, group, program/offering participant is not adhering to any applicable rules/guidelines as determined by the Recreation Director, the Norwich Police Department, or the Town Manager.
- E. The Recreation Director is available by e-mail. Contact: Brie Swenson, BSwenson@norwich.vt.us 802-649-1419x5

Planning & Zoning:

- A. All planning and zoning needs will be conducted by telephone or e-mail. Rod Francis, Director of Planning & Zoning will be checking voicemail intermittently from an off-site location and will be available to return telephone calls and answer e-mail inquiries.

1. Contact: Rod Francis, norwichvtplanner@gmail.com 802-649-1419x4

Transfer Station:

- A. The Transfer Station will continue to operate with normal hours. However, residents are being asked to please ensure “social distancing” and to self-police themselves related to the number of vehicles/people in any given area. The “Plough Share” building and the “Library” are closed until further notice.
- B. Beginning, Saturday, August 15, 2020, though the maximum number of vehicles allowed in the Transfer Station remains at 6 and masks are required, the Transfer Station will begin accepting all items!
- C. Redeemables (containers with deposits) continue to be collected.
- D. Staff will be practicing social distancing and will not be able to provide assistance with the removal of trash from private vehicles. The attendant shed is restricted to transfer station employees only. If you have a fever, cough, and/or shortness of breath, please do not use the Transfer Station, until you are well enough.
- E. To help control the number of vehicles/persons entering the Transfer Station, residents upon entering the Transfer Station will first be greeted by the Head Attendant. He will collect fees/coupons at that point and will determine when the resident may enter the Transfer Station yard. The Town continues to thank you for complying with the evolving protocol changes. They are intended to keep you and the Attendants as safe as possible.
- F. Reminder: as a courtesy and because vulnerable populations are present, when using the Transfer Station, please focus on properly disposing of your waste and recyclables and exiting the Transfer Station as soon as possible. Residents are strongly discouraged from “socializing” while visiting the Transfer Station, and the Attendants have been asked to remind residents to move through the Transfer Station without delay. Thank you!

Listers’ Office:

- A. The Listers’ Office will keep office hours as posted, but subject to the limitations to Town Hall/Tracy Hall listed above. Please call or email the Listers (Listers@norwich.vt.us) and/or Masaki Schuette, Administrative Clerk (mschuette@norwich.vt.us) for any inquires.
- B. The contract assessor is working remotely on Wednesdays; hours are the same as posted. If you need to contact Spencer Potter, please first reach out to the Listers’ Office.
- C. The public can view property records by clicking on the following link:
<http://norwichvt.patriotproperties.com/default.asp>

**DO NOT ENTER ANY TOWN BUILDING/FACILITY
“STAY HOME – STAY SAFE” ORDER REMAINS VALID
BY GOVERNOR’S ORDER, THE WEARING OF MASKS IS MANDATORY IN VERMONT**