



Office of the
Town Administrator

Town Hall
65 North Main Street
West Bridgewater, MA 02379
508-894-1267

MEMORANDUM

TO: All Boards, Committees, Commissions
FROM: David L. Gagne, Town Administrator *DLG*
DATE: March 12, 2020
RE: COVID-19

We are taking proactive steps to address a number of concerns on the (COVID-19). First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others.

We ask all Boards, Committees and Commissions to cooperate in taking steps to reduce the transmission of communicable disease.

- Please disinfect and sanitize all tables/chairs in meeting room before and after the meeting
- When possible please have people sit 6 feet apart

We are also requesting that Boards, Committees and/or Commissions that do not have to meet due to Statutory requirements consider limiting or canceling their meetings until further notice.

Please inform the Town Clerk's Office of any meeting cancellations.

Please contact the Town Administrator's Office and or the Board of Health's Office with any questions or concerns.