



Office of the
Town Administrator

Town Hall
65 North Main Street
West Bridgewater, MA 02379

TO: All West Bridgewater Residents
FROM: David Gagne, Town Administrator *UB*
DATE: March 24, 2020
RE: COVID-19 – Advisory #2

Please know that we are making every effort to prepare for and react to developments to stay ahead of the threat and keep employees and the public safe. On March 23rd, Governor Baker issued a Stay at Home Advisory, which takes effect at noon on March 24th and runs through April 7th. In response to the Governor's Advisory, the following measures have been set in place:

- The Town Hall will remain closed to the public. Necessary Department Heads will report to work and perform essential functions critical to the mission of their respective departments. All clerical staff will be working remotely and will do their best to return all phone calls and emails in a timely manner.
 - The Town Administrator will report to work as required to perform essential functions critical to the mission of the Town/Board of Selectmen.
 - The Health Agent will report to work in the customary manner and shall perform inspections when necessary. However, all inspections will be done in a way to minimize interaction in order to protect both the inspector and the public.
 - The Building Inspector will report to work as required to perform essential functions critical to the mission of the Building Department and shall perform inspections when necessary. However, all inspections will be done in a way to minimize interaction in order to protect both the inspector and the public. Except for emergencies, no new permits will be opened until further notice.
 - The Town Clerk and staff will report to work as required to perform essential functions critical to the mission of the Town Clerk's Office.
 - The Treasurer/Collector, with minimal staff, will report to work as required to perform essential functions critical to the mission of the Treasurer's Office.
 - The Town Accountant will work remotely as required to perform essential functions critical to the mission of the Accounting Office.
 - The Conservation Office will remain closed. The Conservation Agent will work remotely as required to perform essential functions critical to the mission of the Conservation Department and shall perform inspections when necessary.

However, all inspections will be done in a way to minimize interaction in order to protect both the inspector and the public.

- The Veterans Office will remain closed. The Veterans Agent will work remotely as required to perform essential functions critical to the mission of the Veterans Office. All business related to assisting Veterans will continue in a customary manner.
 - The Assessors Office will remain closed. The Principal Assessor and staff will work remotely as required to perform essential functions critical to the mission of the Board of Assessors.
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- The Council on Aging will remain closed to the public. The Director of Elderly Services along with minimal additional staff will report to work daily to maintain the essential functions critical to the mission of the Council on Aging. Meals on Wheels and the Outreach Program will continue as long as feasibly possible.
 - The Library will be closed until further notice. The Library Director and staff will be working remotely to perform essential functions critical to the mission of the Library.
 - The DPW and Water Department will remain fully operational, however, their respective buildings will remain closed to the public.
 - The Transfer Station will continue to remain open during normal business hours. The attendant will remain in his building, and will only exit if necessary. The attendant will observe safe distancing to both protect himself and the public.
 - The Police and Fire departments will remain fully operational, their respective with lobbies will remain open to public access on a limited basis.

To the extent possible, public service and customer service work will continue to be handled by phone, email, video conferencing or other means. Although this is a difficult time, all Town staff is committed to continue to provide top tier services to the Town's residents.

The Town of West Bridgewater will continue to carefully monitor the guidance from DPH (Department of Public Health) and CDC (Center for Disease Control) to follow their recommendations and provide frequent updates via the Town's COVI-19 Informational Webpage.

Per the DPH and CDC, you are strongly urged to practice social distancing, as well as maintaining a distance of at least 6 feet from one another. The Governor acknowledged that outdoor activities, such as walking and hiking are not prohibited, however, group sports and other similar activities that bring people into close contact are strongly discouraged. I ask that all residents please abide by the Department of Public Health's self-isolation and social distancing protocols. Other suggested precautionary measures are:

- Wash your hands often with soap and water for at least 20 seconds, if unable to wash, use alcohol-based hand sanitizers
- Avoid touching your eyes, nose, and mouth
- Cover your coughs or sneezes with a tissue or your sleeve (not with your hands)
- Stay away from people who are sick and stay home when you are sick

The DPH website is updated constantly with the latest guidance, including printable fact sheets at www.mass.gov/2019coronavirus. The CDC website is <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

We will continue to do our best to keep the public informed during this constantly changing situation.

Any health-related questions or issues should be directed to the Health Agent at 508-894-1209 or rcasper@wbridgewater.com.