

Town Of Holbrook Plans for Re-Opening Town Hall



Message from the Board of Selectmen:

- Governor Baker recently started Phase 3 of re-opening the Commonwealth of Massachusetts with the hope to progress safely to Phase 4. Our most important priority is to ensure the safety and security of ALL town employees and the citizens of Holbrook. Further, it is essential to the re-opening of the town that ALL town buildings are as clean and safe as possible for our community.
- While much of the Commonwealth of Massachusetts remains under a “safer at home” advisory, many of the town of Holbrook’s departments are considered essential and have been reporting to work through the COVID-19 crisis; others in a limited capacity.
- ALL town hall employees are expected to return to their respective town building as of July 15, 2020. A physician’s statement is required to continue to work from home.
- Please note that the town hall will re-open to the public on July 20, 2020. (Monday, Wednesday and Thursday 8:00am – 4:00pm; Tuesday 8:00am – 7:00pm)

Citizens of Holbrook :

The safety and security of the resident and businesses of Holbrook continues to be a priority. The goal is to have safety measures in place to be certain town hall services are provided in the most safe and effective way possible.

- Town Hall Greeter
- Self-Reporting
 - Sign in Sheet
 - Date/Time/Name/Address/Phone
 - Fever, cough, cold symptoms, body ache, headache, sore throat, and shortness of breath. Please stay home.
 - Town Hall foot traffic will be regulated by the use of delineated lanes.
 - Enter one door and exit another door of the town hall.
- Appointments encouraged, Walk-ins allowed. Please bring your own pen.
- Payment methods
 - Credit cards (online only) and checks preferred .

City Visitor Sign in Sheet:

Date	Time	Name	Address	Phone	Dept. Visiting	Fever Free Yes and No
5/20/2020	2pm	Betty Lou Smith	1 Main Street Holbrook MA	508-999-2828	Assessing Dept.	Yes

Safety Standards

	6-Foot Social Distancing		Hand Washing
	Mask/Face Covering Policy		Hand Sanitization
	Self Reporting		Disinfectant
	Employee Training		COVID-19 Leave Policy

Questionnaire:

Visitors must review the following questions below. If you answer YES to any of the questions below, you will not be allowed in any town building for services and will be asked to come back after a 14 day quarantine period.

1. In the last 14 days have you come in contact with someone who has a confirmed COVID-19 diagnosis? YES NO
2. In the last 14 days have you traveled outside of the United States to affected COVID-19 geographical areas? YES NO
3. In the last 24 hours have you traveled outside of Massachusetts to affected COVID-19 geographical areas? YES NO
4. In the last 24 hours have you had any of the following:
 1. Fever or chills: YES NO
 2. Cough: YES NO
 3. Body Aches: YES NO
 4. Sore throat: YES NO

