# PHASE I TOWN HALL PUBLIC ACCESS

## ANTRIM TOWN HALL WILL REOPEN TO THE PUBLIC ON JUNE 15TH

## BY APPOINTMENT ONLY

**THE TOWN HAS DEVELOPED THE FOLLOWING "REOPENING" PLAN, WHICH WILL ENABLE THE SAFE REOPENING OF TOWN HALL AS FOLLOWS IN CONCERT WITH PUBLIC HEALTH GUIDELINES.**

### TOWN CLERK/TAX COLLECTOR'S OFFICE BY APPOINTMENT ONLY

**HOURS: MONDAY - THURSDAY: 8:00AM TO 12:00PM**
**WEDNESDAY & THURSDAY: 1:00PM TO 4:00PM**

### THERE WILL BE NO MONDAY EVENING HOURS AT THIS TIME

**PLEASE CALL DIANE OR KATHY AT 588-6785 EXT 223 OR 225**

### LAND USE BOARDS BY APPOINTMENT ONLY

**HOURS: MONDAY 12:00PM TO 4:00**
**TUESDAY - THURSDAY 8AM TO 12:00PM**
**PLEASE CALL ASHLEY AT 588-6785 EXTENSION 227**

### FOR ALL OTHER INQUIRIES

**TOWN HALL WILL BE STAFFED**
**MONDAY – THURSDAY 8:00AM – 4:00PM**
**PLEASE CALL 588-6785**
**EXT 220 RECEPTIONIST, EXT 227 BOOKKEEPER, EXT 221 TOWN ADMINISTRATOR**

**FOR HEALTH REASONS REST ROOMS WILL NOT BE OPEN TO THE PUBLIC AT THIS TIME**

TO ACCOMMODATE REOPENING THE BUILDING AND IN CONJUNCTION WITH OUR EMERGENCY MANAGEMENT DIRECTOR, WE HAVE DEVELOPED THE FOLLOWING STANDARD OPERATING PROCEDURES WHICH WILL BE IN EFFECT UNTIL FURTHER NOTICE. THESE PRACTICES ARE BASED ON PUBLIC HEALTH GUIDELINES AND ARE DESIGNED TO KEEP BOTH OUR EMPLOYEES AND THE PUBLIC SAFE.

## THE FOLLOWING SHALL BE IN PLACE FOR TOWN HALL

- HAND SANITIZER WILL BE READILY AVAILABLE AND MEMBERS OF THE PUBLIC ARE ASKED TO USE IT WHEN ENTERING THE BUILDING.
- ALL VISITORS TO TOWN HALL MUST WEAR MASKS.
- PLEXIGLASS GUARDS HAVE BEEN INSTALLED AT ALL CUSTOMER SERVICE COUNTERS.
- 6' DEMARCATIONS WILL BE ADDED TO AREAS WHERE PEOPLE OFTEN WAIT FOR SERVICE TO PROMOTE SOCIAL DISTANCING.
- TO THE EXTENT POSSIBLE, WE WILL MAINTAIN AN ENTRANCE AND EXIT LANE IN THE LOBBY OF TOWN HALL
- VISITORS MAY BE SUBJECT TO A TEMPERATURE CHECK BY A NON-CONTACT THERMOMETER