



**TOWN OF EDGARTOWN
OFFICE OF SELECTMEN**

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<https://edgartown-ma.us/>

September 8, 2020

EDGARTOWN CONTINUITY OF OPERATION PLAN (COOP) UPDATE #6

Dear Edgartown Community:

Effective Wednesday, September 09, 2020:

- The following Edgartown Town Hall first floor offices will be open to the public (we ask that you fill out and follow the attached COVID-19 Exposure Questionnaire before entering):
 - Accountant
 - Assessor
 - Building Inspector
 - Collector
 - Clerk.

- The remaining Town Hall second and third floor offices will be open on an appointment only basis.
- Edgartown Harbormaster Office, Shellfish Department Office, and Highway Department Office will be open on an appointment only basis.
- Edgartown Water and Waste Water Departments will be open on an appointment only basis.
- Edgartown Council on Aging will remain closed to the public, but will provide prearranged mobile delivery.
- Edgartown Library will continue curbside pick up.
- Edgartown Police and Fire Departments will remain open; however we are encouraging residents to use discretion when seeking services, and to only come to the building(s) in an emergency.
- All public meeting will be held via teleconference or video meeting application.

Edgartown has electronic means of communicating via email or through telephone; an updated phone and email list is contained in the following pages. Please check our website for any future notifications:
<https://www.edgartown-ma.us/>

The drop box is located in the front foyer of the Town Hall and front area of the Water Department.

We apologize for the inconvenience, but have full faith and confidence that we will open our doors as the Phases progress.

Sincerely,

James Hagerty
Town Administrator



Town of Edgartown

Coronavirus (COVID-19) Exposure Questionnaire

PLEASE BRING COMPLETED FORM TO ASSOCIATED OFFICE YOU PLAN TO CONDUCT BUSINESS FOR EMPLOYEE COLLECTION

NAME _____

TELEPHONE _____

1. Have you traveled outside the U.S. in the past 14 days? Yes _____ No _____

If yes, where? _____

2. Has a close contact (household member) traveled outside the U.S. in the past 14 days?

Yes _____ No _____

If yes, where? _____

3. Have you had close contact with a person diagnosed with Coronavirus (COVID-19), under investigation for COVID-19, or ill with a respiratory illness? Yes _____ No _____

4. Do you have any flu-like symptoms including fever (temperature more than 100.3 F (38 C), chills, body aches, cough, shortness of breath, sore throat, vomiting or diarrhea? Yes _____ No _____

If you answer 'yes' to any question, please notify the Edgartown Board of Health **IMMEDIATELY, DO NOT ENTER THE BUILDING**, but call (508) 627-6120 for further instructions.

As viruses can be spread to other people, please take the following steps to keep yourself and others healthy:

- Wash your hands often with soap and water for at least 20 seconds
- Use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose, and mouth
- Sneeze or cough into your sleeve or preferably a tissue, then throw the tissue into the trash and wash your hands
- Stay home when you are sick
- Avoid close contact with people who are sick
- Frequently disinfect cell phones and other frequently touched objects and household surfaces such as light switches, doorknobs, countertops and toilets