

## OWN OF PAWLET - OFFICE SAFETY PROTOCOL (UPDATED)

OPEN BY APPOINTMENT - Effective: May 18, 2021

- Researchers, please call ahead and make an appointment prior to coming to the town hall. We cannot accommodate walk-ins at this time. You will be allowed to conduct research only in the amount of time that has been reserved. ONE researcher at a time.
- You MAY NOT come to the Town Hall if you have been exposed to or are showing symptoms of any form of illness or have recently been exposed to someone who has tested positive for COVID.
- We still require that you wear a properly fitting mask (covering nose and mouth) for the entire time of your visit. Neck Gaiters ARE NOT masks. If you are not wearing a mask you WILL NOT be permitted to enter the building
- You MUST sanitize your hands upon entering the building and sign in for contact tracing
- Bring the supplies you will need to conduct your business (ie. writing/marketing utensils, paper, stapler, paper clips, tape, folders, envelopes, etc.)
- Wi-Fi is available so you will be able to use your own phone for Wi-Fi calling
- You will remain in the contained/designated area of the building. You will have a laptop for Cott Online Indexing and you may make your own copies. We will bring you whatever records you need to conduct your search.
- Please exercise patience and respect during your visit to the town hall
- Genealogy research is suspended at this time
- A secure drop box is provided on the town hall porch for payments, etc.
- We are all in the office on a regular basis, but occasionally work from home. Please call ahead before you come.
- TAX PAYMENTS: please mail or place in the drop box. If you need to come to the office....call ahead to make an appointment.
- Walk up business is being conducted on the porch, you may knock or ring the buzzer and someone will be there to assist you.

We are getting closer to a new form of normal however we are cautiously entering into the next phase as all of us here at the office have not been fully vaccinated yet and/or we still have vulnerable family members at home. Thank you for your patience and respectful understanding. We have all done a good job in Pawlet watching out for each other and we intend to continue to do so.