



Chesterfield Town Administrator

P.O. Box 299, 422 Main Road
Chesterfield, Massachusetts 01012
Ph: (413) 296-4771 ext 1# Fax: (413) 296-4394
townadmin@townofchesterfieldma.com

March 16, 2020

To All Town of Chesterfield Employees, Appointees, Elected Officials,

The Town of Chesterfield Select Board, in consultation with the Board of Health and Emergency Planning Committee, entered into a local State of Emergency effective 8:00 p.m. on March 15, 2020. This was done in order to best prepare and protect the residents of the Town of Chesterfield in response to the COVID-19 pandemic. This declaration eases some procurement requirements, allows the Town to overspend line items, and gives the Police and Fire Chiefs more flexibility in staffing.

In an effort to protect the health of Town officials and employees, to reduce the spread of COVID-19, and to continue essential Town government operations, all Chesterfield municipal buildings will be closed to the general public effective 8 a.m. March 16, 2020. The Town municipal buildings include the Town Office, Town Hall, Police Station, Fire Station, Highway Garage, Library, and Community/Senior Center. All Town employees will continue to work their usual hours in their offices.

What does this mean?

- All Municipal Town buildings will always be locked.
- Employees will not be meeting with the public, but will continue to communicate with residents and vendors by phone, email, and regular mail.
- There will be no outside programs or events held at the Town municipal buildings.
- Boards and committees that meet will continue under the new temporary State Open Meeting Law guidelines and people will be seated at least 6 feet apart from each other (if meeting in person) or meet remotely/virtually.
- There will be no Council on Aging events or programs such as exercise class, luncheons, or foot care clinic.
- The Transfer Station will remain open. Residents will be asked to move along quickly.

For any Town employee or official working or entering a Town building – *please, use basic health precautions*. There are many official sites that provide details on this. Wash your hands often. Soap and water are best; hand sanitizer is a good backup. Sanitize your home and work area and items you touch and use! Give a larger personal space to others in the same area – 6 feet is the new recommendation for social distancing. Don't share pens and pencils. If you feel ill or believe you have been exposed to COVID-19, please take care of yourself and protect others by staying home!

We understand that this temporary government building lock-down may make things more difficult and slow down some projects. However, the Select Board feels it is a necessary precaution under the rapidly changing environment as a result of COVID-19. The Select Board, Board of Health, and the Emergency Planning Committee are monitoring the situation closely. We will communicate any additional information as soon as it becomes available and will reassess on March 30th.

More information is available on the Town website (www.townofchesterfieldma.com), which will be updated as new material becomes available.

In order to ensure we are still meeting the needs of Town residents, we will all need to be vigilant in checking Town department/committee e-mail and voice mails. If you do not know how to do this remotely, please contact townadmin@townofchesterfieldma.com.

We have tried to send this communication to everyone, but realize not everyone has e-mail and/or we may not have everyone's current e-mail address. Please share this with your other department, committee, and board members.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Sue

Susan M. Labrie
Chesterfield Town Administrator
Phone: (413) 296-4771 ext 1#