

Three Phase Plan to Re-Open the Town Clerk's Office to the Public

Phase I: For the next four weeks 4/20 - May 15, we will operate as we did last week, one person in the office at a time. We will remain closed to the general public and take appointments on Tuesdays and Thursdays for searchers, notaries, etc., This is for everyone's protection. Lisa will work Mondays. Sue will work Wednesdays and Fridays. I will work in the office Tuesdays and Thursdays, and continue work from home M,W,F. I will be looking into installing plexiglass at the counter and getting a new latch for the half door. This may remain in place until we are at a level of community immunity. I'm also working on what our elections will look like in August and November, entering voter participation remotely, doing "curbside" notaries, answering emails and checking voicemail. We will continue to encourage people to use USLandrecords.com and emailing or mailing out information when it's not available online.

We will be wearing cloth masks in public and the common areas (mail/copy room, kitchen, bathroom, hallways, etc.) in the office.

We will sanitize at the beginning middle and end of the day. This routine will be the "new norm". In addition, I will be sanitizing after every appointment, doing notaries through the vestibule window on ground floor.

I am the first and front person for the office. If there are extenuating circumstance when someone needs an appointment on M,W,F, I will send my dedicated staff home and come in for the appointment. If I do get sick, we will need both Lisa and Sue healthy to continue keeping the office operational. I am working on a back up plan for if I get sick.

We will keep in touch via email, Zoom and phone. We miss seeing everyone at the counter so much, but I feel these precautions are necessary so that we get to see each other again soon.

Phase II: Right now this starts on 5/15 - 6/30. This may change depending on the Governor's decision on when to lift the Stay at Home Stay Safe Order; and the Town's decision on when to open the Town Offices to the public. Hopefully our doors will be open and there will be a shield installed at the counter. We will be keeping the half door shut and letting visitors in and out. We will also start working together and mostly likely still wearing masks in the common areas, physical distancing, washing hands and sanitizing the office 3x a day. We will be putting decals and/or tape on the floor to indicate six feet physical distancing in the lobby, etc. When the Department of State opens up passport processing, we will consider starting up passport services at that time. If/When cases start to spike again, we go back to Phase I protocol.

Phase III: When the report of new cases is zero for two weeks, we may stop wearing masks in the common areas of the office. When there is community immunity we may remove the distancing markers on the floor and consider taking down the plexiglass at

the counter and other protocols that may or may not be needed to continue as we start to be able to shake hands again.

These phases are a starting point, which may change and develop as the situation does. Please contact me via phone 802-343-3145 or email at any time. Please let me know, if you have any concerns and if you have other ideas that may help our situation and the public.

When I think about all the people in world who are struggling to breathe, I remember what's important to me, unconditional/true love. I love my family, you, and my community. I will do my best to protect you, our staff, and the residents of our beloved town, while keeping the office up to standards and serving the public.

Yours in service,

Diana

Diana Vachon, CMC
Shelburne Town Clerk