

**Town of Hollis**  
**Office of the Select Board**  
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**POLICY #55**  
**Use of Municipal Facilities during COVID-19**

Indoor use of the Hollis Community Building will be restricted to Town departments, boards and committees. Use of outdoor facilities including the Hollis Sports Complex and Equestrian Park will be reviewed by the Select Board on a case-by-case basis. This policy will remain in effect until further notice.

Public use of Hollis Town Hall is as follows and subject to change:

**General Requirements:**

Masks or shields covering mouth and nose must be worn when traveling throughout the building when others are present in the building. The same applies to the Community Building and Town Hall grounds without social distancing.

Masks or shields are not required when sitting at their workstation/desk while behind a protective barrier or if social distancing is possible. If another person comes to that location without social distancing guidelines, masks must be worn.

Doors will remain locked. Patrons and visitors will be let in by Town Hall officials or employees per each department guidelines.

Masks or shields must be worn by all employees when patrons or visitors are in Town Hall. Hand sanitizing is highly recommended for all patrons and visitors when entering and leaving the building. It is also recommended that Town employees sanitize their hands and/or work areas between patrons and visitors.

No Public Bathrooms

**Town Hall Downstairs: Tax Collector, Town Clerk, Deputy, Auto Registrations**

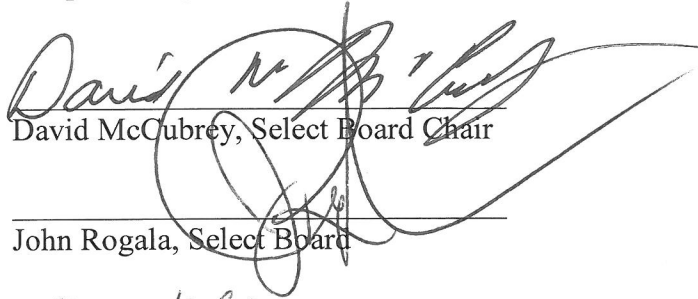
Patrons and visitors to the Tax Collector and Deputy Tax Collector/Town Clerk/Treasurer need to be served either by the walk-up window or inside the building using a first-come, first-serve system. Patrons and visitors will be let in the building by the employee serving them. One patron is allowed per workstation/desk at a time. If a patron is delayed to finish business while waiting for needed information, that person may be asked to step outside so that another patron may be served.

Patrons and visitors to the Town Clerk must set up an appointment. They must call when they have arrived on premises and will be let in by the Town Clerk or Deputy Town Clerk.

**Town Hall Upstairs: Assessor, Code Enforcement, Treasurer & Select Board**

Patrons or visitors to the Assessor, Code Enforcement, Treasurer or Select Board must make an appointment for services. These departments are responsible for coordinating these appointments, and no more than two (2) patrons/visitors can be in the upstairs area at a time. The patron or visitor must call when they arrive and will be allowed entrance through the front door by the employee serving them.

Adopted: August 5, 2020, Amended: September 3, 2020



David McCubrey, Select Board Chair

John Rogala, Select Board



Mary Hoffman, Select Board