

PEAK WEEK DEPARTMENTAL OPERATIONS 4/11/2020-4/20/2020

Building Department

- All work by Building Department employees will be conducted remotely.
- No Building inspections during this time.
- Building department permits and all other documents will be delayed during peak week. Please leave a voicemail or email for the department if necessary

Cemetery Department

- The Cemetery Department will be working remotely during peak week. Please leave the department an email or voicemail if necessary.

Channel 18

- In accordance with Governor Bakers order dated March 10th regarding open meeting law procedures during COVID-19, during peak week, no live broadcasts for public meetings. All meetings will be recorded for future broadcast. Channel 18 staff to accomplish this remotely.
- Please contact Channel 18 via email.

Town Clerk

- All employees will work remotely during peak week. Please leave an email or voicemail for Town Clerk staff if necessary.

COA

- Town Nurse to work remotely. If needed for emergency reason, please contact the nurse via email or voicemail.
- COA lunch distribution service will continue.
- Transportation: Grocery/Pharmacy. Primarily staff/volunteer shopping and delivery.
- Social Worker: Will be working remotely.

Community Center

- Community Center staff will be working remotely, please leave a voicemail for the Community Center if necessary.
- Meals on Wheels delivery to continue.

Conservation

- The Conservation department will be working remotely. They may be contacted via email if necessary. Mandated site visits may continue as needed with a singular employee.

Engineering

- The Engineering Department will be working remotely. Please email or leave a voicemail for the department if necessary.

Finance, Assessing and Tax Collector

- Departments to work remote. They may be contact via email or voicemail as necessary.

Fire Department

- Administrative Staff will be working remotely. To contact the Admin Office please use email or call and leave voicemail.

Golf – Cranberry Valley

- All work to be done remotely. To contact Cranberry Valley, please call and leave a voicemail or please leave an email.

Harbor

- Harbor staff to work remotely. Please utilize email or phone and leave a voicemail to contact the department.
- Critical lifesaving and checks of the harbors will continue without interruption by Harbormaster and staff.

Health

- COVID-19 incident management operations will continue
- Any other Board of Health complaints will be handled by staff.
- Please contact if necessary, via voicemail or email

Department of Public Works:

- Please call and leave a voicemail for the department if needed. DPW will be available for emergency roadway issues. For emergency DPW / roadway issues, the public may call the Harwich Police Department at 508-430-7541.

Transfer Station:

The Transfer Station will ONLY be accepting household trash and single stream recycling.

The Transfer Station will NOT be accepting the following during Peak Week:

- Construction and Demolition
- Brush, leaves and metal

**Please be patient and expect delays. Traffic will be directed in a line through the property to maximize traffic flow. A line will be created to dispose of trash while keeping proper social distancing protocols in place. Transfer station staff will be on hand directing vehicle and pedestrian traffic.

Information Technology

- Information Technology will work remotely. If necessary contact via email.

Library

- All library employees to work remotely. To contact the library, please call to leave a voicemail or email the library

Natural Resources

- Work remotely. Work in the field to monitor the herring run. Please if necessary contact the department via phone / voicemail or email

Planning

- Work remotely. Meetings to be conducted remotely. To contact the department, please leave a voicemail or email.

Police: Effective 4/10 @ 23:45

- Personal Protection Equipment (PPE) will be used when in close proximity with the public and on calls for service
- Administrative Assistant to the Chief and Records Clerk to work remote. Voicemail may be left with both if necessary

Recreation:

- Work remotely by employees. To contact the department, please leave a voicemail or email.

Water

- Water turn on: Seasonal turn on service to be delayed until after peak week
- Dig Safe Mark outs as needed and respond from home
- Emergency repairs as needed in the field
- Administrative staff and office staff working remotely
- Weekly sampling for public water supply to continue
- To contact the department, please leave a voicemail or email.

Youth Counselor

- Tele-Conference / work remotely for all operations during peak week. To contact the department, please leave a voicemail or email.