TOWN OF MACHIAS COVID-19 Directives

In accordance with the Center for Disease Control (CDC) and the Proclamation of Civil Emergency signed by Governor Janet Mills to control the spread of the Coronavirus Disease, and to protect the public and our employees during this pandemic, the Town will modify its operating procedures as follows until further notice.

TOWN OFFICE OPERATIONS

Effective on March 19, 2020 at 8:00 a.m. through April 6, 2020, the Machias Town Office will be closed for walk-in traffic from the public. The Town will continue to offer services by phone and mail at this time. The office may offer emergency service to residents on a case by case basis. If you have an emergency situation you may contact the Town Office at 255-6621 or by email at townclerk@machiasme.org to obtain additional information.

You may download an application for general assistance on our website www.machiasme.org and send the application via email to townclerk@machiasme.org. You will then be contacted regarding any additional information required for your application to be processed. If you need emergency food, shelter, or general assistance services after hours, please contact the Machias Dispatch Center at 255-4424 to relay a message to the appropriate individual. The dispatch service can aid in contacting the Town Manager, Public Works, Transfer Station, Wastewater Treatment Plant, Police, Ambulance, and Fire Personnel in non-emergency situations. All persons with emergency (life threatening situations must call 911.)

UPS, FEDEX, US POSTAL DELIVERIES, ETC

Please call 255-6621 to make arrangements for deliveries.

TRANSFER STATION OPERATIONS

The Bay Area Transfer Stations operating hours for the General Public will be adjusted beginning the week of March 22nd through April 5th, 2020 to offering only Saturday and Sunday Hours of Operation. No public or non-scheduled employees shall be allowed access to the inside of the Recycling Building and access to the attendant’s building shall be limited as much as possible.

PUBLIC WORKS OPERATIONS

The Public Works Department operating hours for the General Public will be adjusted beginning the week of March 23rd through April 6th, 2020 to two men alternating crews and public contact shall be limited as much as possible. No public or non-scheduled employees shall be allowed access to the inside of the Public Work’s Building.

MACHIAS WASTEWATER PLANT

The Machias Wastewater Treatment Plant supervisor and staff shall restrict non-employee personnel from the plant and pump stations at all times effective on March 19, 2020 at 8:00 a.m. through April 6, 2020. Further instructions will be provided prior to April 6, 2020. All other instructions regarding the Coronavirus as it applies to the Wastewater Treatment Staff shall be provided by Olver Associates.
MACHIAS DISPATCH, FIRE, POLICE, AND AMBULANCE PERSONNEL

The Machias Public Safety Building staff shall prohibit building access to all members of the public, family members, non-working employees and volunteers beginning on March 19, 2020 at 8:00 a.m. and continuing through April 3, 2020. Further instructions will be provided prior to April 3, 2020

The Machias Police Department and the Machias Ambulance Department have adopted separate operating policies in addition to this directive. A copy of each are attached for review.

BOARDS AND COMMITTEES

In compliance with the CDC recommendation on large gatherings all Board and committee meetings have been suspended during the period of March 18, 2020 at 8:00 a.m. and continuing through April 3, 2020. Further instructions will be provided prior to April 3, 2020

PROTOCOLS FOR EMPLOYEES

All employees who have symptoms of a respiratory illness are not to return to work until they are free of fever, signs of a fever, and any other symptoms for a 24-hour period without the use of fever-reducing or symptom altering medicines. Employees that report to work with flu like symptoms shall be sent home by their supervisor immediately upon learning of the illness.

Employees shall practice social isolation by maintaining a distance of 6 feet or more from all other employees whenever possible.

All employees shall be respectful of other employees’ personal workspace and refrain from using their office equipment, phones, typewriters, computers and/or personal items during this time.

Employees shall clean their hands often with soap and water or a hand sanitizer product containing at least 60% alcohol.

Employees shall use good personal hygiene practice for themselves and their work areas to limit the potential spread of the virus.

Employees shall limit their interactions with employees during this time period.

PROTOCOLS FOR THE TOWN

Create a safe working environment for employees

Continue to provide as many services as possible to the residents during this difficult time by phone or mail.

Practice social distancing by offering flexible work schedules, staggering working staff, telecommuting whenever possible to increase physical distance between employees

Alter business operations to reflect changing needs and public protection standards

Cancel all non-essential business meetings, business trainings, and travel

Develop policies and communicate standards and expectations with employees as standards surrounding the Coronavirus change.