



TOWN OF CAMPTON

Board of Selectmen's Office

Campton Town Office Plan to Reopen to the Public

The Campton Board of Selectmen continues to actively monitor the COVID-19 situation in Campton, Grafton County, and the State. We have decided that effective Monday, July 6, 2020, the Board of Selectmen's Office at 12 Gearty Way will be reopened to the public part-time and by appointment. The Town Clerk/ Tax Collector's Office will remain closed to the public until renovations are complete.

The following outlines the "re-opening plan" which will be in effect July 6 to August 10. At its August 10 meeting, the Selectman will determine whether to further reopen the Town Office. We appreciate your patience in this ever-changing environment.

Online and Other Business Options:

We continue to encourage customers to conduct business whenever possible online through the Town's website at www.camptonnh.org, over the phone, by mail, or email. When those options are not available, the Board of Selectmen's Office will be open to the public Monday, Wednesday and Thursday 8:30am-4:30pm or by appointment on Tuesday and Friday.

To accommodate re-opening the building, we have developed the following processes which will be in effect until further notice. These practices are based upon public health guidelines and are designed to keep both our employees and the public safe. Please note that certain departments may need to adapt procedures specific to their area of the building and services. We will learn, adjust and adapt as we move forward, and ask for your help and patience during this time.

Conducting Business in Person: Monday, Wednesday & Thursday 8:30am-4:30pm

- Please only one customer in the Board of Selectmen's Office at a time.
 - If the staff member is working with a customer, please wait in the general lobby area.
- Customers must contact staff in advance to set up appointments on Tuesday and Friday. Staff will inform the customer at that time of the protocols in place.
- All appointments with staff will be during normal business hours
- Customers wishing to obtain a Transfer Station sticker can pick one up in person 8:30am-4:30pm Monday, Wednesday & Thursday.

Meetings:

- The main meeting room will be the only meeting room available for committee meetings. Furniture will be arranged according to CDC, NH Department of Health and Human Services, and Emergency Order guidelines.
- The Selectmen and other committees will hold in-person meetings at the Town Office. To ensure continued compliance with CDC and DHHS guidelines, the meetings will only be attended in person by the Board and Committee members and staff who are requested to attend. The public will continue to have the ability participate through electronic means as outlined in meeting agendas.



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Building Processes and Adaptations:

- Hand sanitizer stations have been established throughout the building, and members of the public are asked to use such hand sanitizer prior to entering any department.
- Glass/P transaction windows are at all customer service counters.
- Whenever possible, we ask customers stand 6 feet back from the customer service counter.
- Upon entry, customers will be encouraged to wear a mask to promote the safety of our employees. If customers don't have one, they will be offered one upon entry into the office.
- Employees will be vigilant in monitoring their health, and those who are sick or not feeling well will stay home.
- Unless it is necessary for face-to-face contact when responding to an inquiry from the public, employees will respond via telephone or email.
- If an in-person conversation occurs, everyone is asked to maintain a 6 foot distance whenever possible, and if not possible, we encourage everyone to wear a mask or meet outside.

Be Prepared and Be Flexible:

Department Heads have been instructed to plan for potential COVID cases in the event we experience higher than usual absenteeism. This may include rotating groups of employees to work from home/work on-site, so we ask for your continued understanding and flexibility regarding our ability to serve you.

These protocols will be in place until further notice. At its August 10 meeting, the Select Board will determine whether to further reopen the Town Office to the public. We thank you in advance for your cooperation – working together, we hope to have a safe and healthy re-opening our community. Again, please note that departments may need to adapt procedures specific to their areas of the building and services. Do not hesitate to contact us if you have any suggestions as to how we may help to keep our employees and residents safe and well.

Finally, we will continue to monitor all local developments related to COVID-19. We continue to be committed to timely and ongoing communication about any and all changes to our operating status as well as any recommendations to the public from public health and other government officials. Updated information can be found on the front page of the Town website at www.camptonnh.org.

“How To” Complete Transactions:

Website: The Town website address is www.camptonnh.org and we encourage you to visit the website frequently for new information and updates.

Campton Board of Selectmen's Office Address:

12 Gearty Way
Campton, NH 03223

Campton Town Offices General Telephone Number: 603-726-3223



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*12 Gearty Way Campton, NH 03223
Tel. 603-726-3223 Fax 603-726-4000
www.camptonnh.org*