



Town Administrator

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To: All Town Officials and Residents

From: Ryan M. McLane, Town Administrator
Hubbardston Board of Health

Date: March 12, 2020

Subject: Town of Hubbardston COVID-19 Response and Mitigation Measures

Due to the declaration of a Massachusetts State of Emergency and an abundance of caution necessary to assist in the containment and response to COVID-19, the Town of Hubbardston, is implementing and recommending the following safety measures.

1. The Board of Health authorized these measures and is staying in communication with federal, state and local officials. This monitoring is assisting the town in obtaining the most recent information. The Board of Selectmen, through the Town Administrator, is also participating in daily situation updates.
2. Gatherings, especially those expecting more than 50 participants, are strongly discouraged. Meetings and gatherings of more than 50 people will be cancelled in all town-owned buildings until April 12, 2020. The exception to this measure is the Hubbardston Center School. Measures for the school system will be communicated through the School Committee and the School Administration.
3. The Town Library will remain open; however, all additional programming to include weekly story time will be postponed until April.
4. Residents are encouraged to conduct their business with the Town of Hubbardston remotely to limit exposures to our staff. We will not be closing the Town Offices, but interactions with the public will be limited to business only. There will be no meetings in confined offices and no public access to the Police, DPW and Fire Departments (excepting police and fire permits and licenses).
5. All residents visiting the Town Offices will be required to enter the building through the main entrances and will be asked to sanitize their hands.

6. The doors between the Senior Center, Town Offices and Police Department will remain locked and will not be used unless there is an emergency. Town Officials will continue to monitor the risk to our Senior population.
7. All Town Offices will be formally sanitized by an outside agency when this resource becomes available. The Town Administrator is authorizing the Town Custodian up to eight additional hours weekly to sanitize and disinfect touch points and public spaces.
8. Residents who are feeling sick or who have flu like symptoms are asked to remain home, contact their physician and self-quarantine.
9. Town employees who are feeling sick or who have flu like symptoms are asked to remain home, contact their physician and self-quarantine. All town employees who have family members that are feeling sick or who have flu like symptoms are asked to remain home, contact their physician and self-quarantine. Additional sick time will be authorized for town employees to selfcare and provide care for their families.
10. All official employee travel and conference attendance are hereby suspended until the State of Emergency is lifted.
11. All public meetings will continue at the discretion of each individual board, commission or committee. Residents are encouraged to attend only if necessary and are encouraged to submit questions and concerns in writing to be addressed by Town Officials. Residents can view public meetings on town's cable channel (HHPA 191 & 192) or on [YouTube](#) immediately following the meeting.

The Town of Hubbardston will continue to monitor the situation at the federal, state and local level and will adjust these measures accordingly.

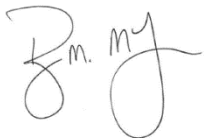
For official information about COVID-19, please visit:

[Official Federal Resource \(Center for Disease Control\)](#)

[Official State Resource \(Massachusetts Department of Public Health\)](#)

[Official Local Resources \(Board of Health\)](#)

Please do not hesitate to contact me if you have any questions.

A handwritten signature in black ink, appearing to read "R. M. McLane".

Ryan M. McLane
Town Administrator